

17.2 OUT-OF-COUNTY TRAVEL

Travel by county employees outside the county in which the employee is stationed is permissible, provided that it is authorized in advance by the supervising Elected Official or Department Head and does not exceed budgetary limitations. Reimbursement for travel is based upon the most economical conveyance that is reasonably available. When private automobiles are used for travel, reimbursement is allowed on the basis of actual mileage traveled or tourist class airfare, whichever is less. The difference in cost between first- class air accommodations and less-than-first-class air accommodations is not an allowable expense.

County employees will not be reimbursed for lodging on the night previous to a meeting or seminar if the meeting or seminar starts at 10:00 a.m. or later and is in a location that is within 110 miles of the Austin County courthouse or any county facility where the employee is assigned.

When county Elected Officials, Department Heads, and employees travel outside the county on authorized official business, the county will reimburse meal expenses according to the amount set by Commissioners' Court each fiscal year.

County officials and employees who receive automobile allowances are provided these allowances for travel within the county. In the event one of these officials or employees is required to travel outside the county, he or she is entitled to reimbursement for actual expenses for such trip(s), provided that the travel was authorized.