

LLANO COUNTY
POLICY ON TRAVEL EXPENSES

ELIGIBILITY

1. Llano County will reimburse County officials and employees for expenses incurred for **required** continuing education,(see 7b) and travel in the performance of County business providing the expenses are incurred in accordance with Purchasing Laws and Llano county Policies.

3. A Llano County Purchase order for estimated expenses *prior to travel* is necessary to facilitate reimbursement to the official/employee. A conference registration, itemized agenda or other proof of destination must be provided.

COSTS

4. **Mileage** – An employee or official using a personal motor vehicle for transportation on County business shall be reimbursed for actual mileage traveled at the rate set by the Commissioners Court during the annual budget process. When two or more employees travel in the same vehicle, only one may claim mileage reimbursement. A County reimbursement form, completed in daily detail, must be submitted, approved by the Department Head, and turned in to the County Auditor for processing.

5. **Meals** – Llano County will reimburse a County official/employee for meal expenses incurred while traveling overnight in accordance with this policy. The total daily per diem for food is the current amount posted by the Government Services Administration for the travel destination or the Llano County Commissioners Court approved rate, whichever is lower. Proof of overnight lodging must be provided. Meals that are being provided by the event will be deducted from the reimbursement.

6. **Accommodation** – County official/employee traveling a distance of fifty (50) miles or more in accordance with this policy shall receive reasonable reimbursement for accommodations, upon presentation of an itemized hotel bill. The hotel expenditures will be limited to the room and tax per night rate. Reasonable expense for accommodations shall be determined by the Department Head. Hotel expenditures will be reimbursed upon presentation of a dated receipt and an itemized hotel bill. Distances of less than fifty (50) miles may be reimbursed for exceptional circumstances approved by the County Auditor.

LLANO COUNTY
POLICY ON TRAVEL EXPENSES CONTINUED

REIMBURSEMENT RESTRICTIONS

7. Reimbursement restrictions shall include, but are not limited to the following:

- a. Expenses incurred by County official/employee only.
- b. Only expenses incurred for continuing education required by statute or other training necessary to maintain current status as an appointed or elected official; or a professional certification required by Llano County to maintain current employment status as stated in a Commissioners Court Accepted job description.
- c. No reimbursement for alcoholic beverages or tobacco products.
- d. Reimbursement for travel by airplane, bus or any other mode of transportation other than a personal vehicle by a County employee must be approved by the Department Head prior to travel.
- e. Llano County will reimburse expenditures based on original receipts. Credit card receipts alone are not acceptable. No receipt, no reimbursement.
- f. Disallowed expenses paid with a Llano County credit card shall be reimbursed to the County
- g. Employees attending training not funded by or through Llano County will not be compensated for time or travel without approval of Commissioners Court prior to travel.
- h. Budgeted funds must be available at time of travel.
- i. Reimbursement requests must be submitted to the County Auditor no later than 30 days after the expense was incurred.
- j. After consulting with the Department Head, the County Auditor shall have final determination regarding disallowed expenditures and reimbursements.
- k. Llano County will not reimburse expenses, nor pay wages during training to an individual that does not have credentials sufficient to qualify for a current vacancy that exists within the County.

Approved May 22, 2017
Mary Cunningham
Llano County Judge