

PRESIDIO COUNTY
Travel Policy and Procedures

GENERAL

County employees are periodically required to travel on behalf of the County in an official capacity based on their position, or to participate in training and development opportunities. The intent of this policy is to outline the general terms that shall be used when traveling in such capacity.

This policy applies to employees and non-employees who travel on authorized County business regardless of the funding source. Travelers are expected to be prudent and exercise good judgment when incurring travel costs.

Travel requires Department Head approval which certifies and authorizes the purpose of the travel. All travel requires completion of a travel request form regardless of method of payment. (advance, reimbursement, County credit card).

GUIDELINES

Lodging – All lodging paid by the County shall be reasonable. Lodging reservations must be secured as early as possible to ensure best rates. Conference rates should be requested and used when available.

Meals – Meals will be paid on a per meal per diem basis. Meal per diem for travel completed within the same day will be paid for any training or for travel outside the tri-county region. Per IRS regulations, such meals would be considered taxable to the employee and will be paid through the payroll process.

Meal per diem is based on the federal GSA meal rate for the primary destination. This information may be found on the GSA website at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. If the primary destination or its county is not listed within the GSA chart, the standard rate for that State will be used.

When meals are provided by the event or in association with lodging costs, including continental breakfast, meal per diem advances/reimbursements will not be provided for those covered meal times in accordance with GSA guidelines.

Breakfast meal per diem will not be paid for the first day of travel unless the employee must leave prior to 6:00 am in order to reach their destination by the required time. Dinner meal per diem will not be paid on the last day of travel unless the employee is on County business and unable to return home by 7:00 pm. (i.e., Conference held in Houston, Texas, does not end until noon. Employee living in Marfa, Texas, would reach home after 7:00pm and would be eligible to receive the dinner meal per diem.)

Mileage - If a personal vehicle is used for travel, mileage will be reimbursed at the federal GSA rate in place at the time of travel. The County pays for the shortest route.

Rental Cars – The most reasonable cost for ground transportation is required. If taxi, ride share or shuttle is available, and will not interfere with the travel itinerary of the employee, it is required to be utilized. If a rental car is the most economical method of transportation, it may be authorized. Written justification for use of a rental car may be required.

Unauthorized or uninsured drivers will not be permitted to utilize rented vehicles and if permitted by the traveling employee, any liability that occurs will be the responsibility of that employee.

Trip Cancellations – If a trip is cancelled, the County Treasurer’s Office should be notified immediately. If an advance has been issued, the employee is responsible for returning the funds within 5 business days to the County Treasurer’s Office. Failure to comply may result in funds being garnished from the employee’s paycheck.

Vacation in Conjunction with Business Travel – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental or lodging must be clearly identified on the Travel Request Form. The County will not authorize travel expenses for travel not associated with a County purpose.

Third Party Reimbursements – If the County has paid for travel expenses in advance, and the expenses are reimbursed by a third party, those funds shall be remitted back to the County as soon as possible but not later than 10 days after receipt of the reimbursement. Reimbursements received in the same budget year will be credited back to the appropriate travel budget.

Prohibited Expenses – Prohibited expenses include but are not limited to the following:

- Alcoholic drinks
- Non-business-related long distance and local telephone calls.
- Utilization of travel agency
- Non-required airline fees. (early bird fees)

PROCEDURE

Travel Advance -The traveling employee should complete the Travel and Training Request Form - ADVANCE and submit it to the Department head for approval. The following documents must be submitted with the form if requesting advance payment for the item.

- Meals – Submit a meeting/conference agenda
- Lodging – Submit a copy of your hotel quote for covered stay. Include hotel information, check in/check out dates, type of room needed, group rate information
- Mileage – Submit map showing route and miles. County will pay for shortest route only.
- Registration – Submit registration form/information
- Other – Submit backup documentation of actual expense. (costs for parking, taxis, etc. will not be advanced.

If possible, forward the signed form and appropriate documentation to the County Treasurer’s Office at least 10 business days prior to the date of travel.

Within 10 business days of return, employee shall submit receipts for actual expenses to the Treasurer’s Office. Meal receipts, however, are not required to be submitted. If the employee owes funds to the County, a personal check or money order for that amount should be submitted with the receipts. Failure to comply with this policy may result in a salary offset of the employee’s wages to satisfy the amount due.

Travel Reimbursement – If an employee pays for travel expenses from personal funds and wishes to be reimbursed by the County, complete the Travel and Training Request Form - REIMBURSEMENT and

submit it to their Department head for approval. The following documents must be submitted with the form when requesting reimbursement for the item.

- Meals – Submit a meeting/conference agenda. (meal receipts are not required)
- Lodging – Submit a detailed hotel bill with proof of payment.
- Mileage – Submit map showing route and miles. County will pay for shortest route only.
- Registration – Submit registration form/information with proof of payment.
- Other – Submit backup documentation of actual expense.

Forward the signed form and appropriate documentation to the County Treasurer's Office.

PRESIDIO COUNTY

Travel and Training Request Form -ADVANCE

NAME			DEPARTMENT	
EVENT			DESTINATION	
DATES	TO		ACCT CODE	

MEALS	MORNING	NOON	EVENING	ADVANCE	TOTAL AMOUNT
DATE				\$ -	
DATE				\$ -	
DATE				\$ -	
DATE				\$ -	
DATE				\$ -	
DATE				\$ -	
DATE				\$ -	
SUBTOTAL - MEALS				\$ -	\$ -

OTHER EXENSES	SEPARATE CK / PURCHASING	COUNTY CREDIT CARD	ADVANCE	TOTAL AMOUNT
REGISTRATION - If separate check, please include completed Registration Form				\$ -
LODGING				\$ -
MILEAGE (Personal Auto - shortest route) _____ miles at _____ cents per mile			\$ -	\$ -
OTHER				\$ -
OTHER				\$ -
TOTALS:	\$ -	\$ -	\$ -	\$ -

SUBMITTAL DATE	
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Will any funds be reimbursed by another entity? YES NO What entity?

The employee listed below is hereby authorized to submit this advance travel expense form for the purpose stated hereon.

EMPLOYEE SIGNATURE	DATE
DEPARTMENT HEAD SIGNATURE	DATE

- PLEASE SUBMIT THE FOLLOWING DOCUMENTS WITH YOUR REQUEST (if applicable)**
- MEALS - Meeting/Conference agenda
 - LODGING - Hotel information, check in/check out dates, type of room needed, group rate information
 - MILEAGE - Map showing route and miles
 - REGISTRATION - Registration form/information
 - OTHER - Backup documentation of actual expense. (Costs for parking, taxis, etc are not advanced)

PRESIDIO COUNTY

Travel and Training Request Form - REIMBURSEMENT

NAME				DEPARTMENT	
EVENT				DESTINATION	
DATES		TO		ACCT CODE	

MEALS	MORNING	NOON	EVENING	REIMB. AMT.	TOTAL AMOUNT
DATE				\$ -	
DATE				\$ -	
DATE				\$ -	
DATE				\$ -	
DATE				\$ -	
DATE				\$ -	
DATE				\$ -	
SUBTOTAL - MEALS				\$ -	\$ -

OTHER EXPENSES	REIMB. AMT.	TOTAL AMOUNT
REGISTRATION		\$ -
LODGING		\$ -
MILEAGE (Personal Auto - shortest route) _____ miles at _____ cents per mile	\$ -	\$ -
OTHER		\$ -
OTHER		\$ -
TOTALS:	\$ -	\$ -

SUBMITTAL DATE	
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Will any funds be reimbursed by another entity? YES NO What entity?

The employee listed below is hereby authorized to submit this travel reimbursement form for the purpose stated hereon.

EMPLOYEE SIGNATURE	DATE
DEPARTMENT HEAD SIGNATURE	DATE

PLEASE SUBMIT THE FOLLOWING DOCUMENTS WITH YOUR REQUEST (if applicable)

- MEALS - Meeting/Conference agenda (meal receipts are not required)
- LODGING - Detailed hotel bill with proof of payment.
- MILEAGE - Map showing route and miles
- REGISTRATION - Registration form with proof of payment
- OTHER - Backup documentation of actual expense.