

County Travel Policy Policy No. 07

07.01

All employees intending to incur expenses relating to travel while performing within the scope of their employment with the County must receive prior approval from the Judge/Executive or his designee for said travel.

07.02

All requests for prior approval of travel by a County employee must be received by the Judge/Executive or his designee three (3) business days preceding the expected travel. All requests within three (3) working days may be subject to rejection.

07.03

All requests must clearly outline:

- a. dates and times for expected departure and return;
- b. origin and destination(s) of travel;
- c. purpose of the travel;
- d. means of transportation

07.04

Reimbursement shall not be claimed for expenses of any person other than county officials, members of the fiscal court, employees, or other persons in the official service of the County. Only necessary expenses of official travel shall be reimbursed.

07.05

All individuals or groups traveling on behalf of the County shall use the most economical, standard transportation available and the most direct and usually traveled routes. Expenses added by use of other transportation or routes shall be assumed by the individual.

07.06

County owned vehicles may be used for County business travel if available and feasible.

07.07

Mileage claims for privately owned vehicles shall be allowed if a County vehicle was not available or feasible, and authorized by department head.

07.08

For city travel when out of town on County business, employees are encouraged to use buses and subways. Taxi fare and rental vehicles may be allowed when more economical transportation is not feasible.

07.09

Commercial airline travel shall be the lowest negotiated coach or tourist class. The County shall not reimburse additional expense for first-class travel.

~~07.10~~

~~Only reasonable travel gratuity (ie taxi travel, baggage check, etc.) shall be reimbursed to the employee.~~

07.10~~1~~

Lodging shall be the most economical, as determined by considering location of the lodging. Facilities providing special government rates or commercial rates shall be used if feasible. Costs for lodging shall not exceed the cost of a single room rate, except that if employees share lodging or if sharing with non-employees, cost will not exceed one-half of the doubles rate.

07.11~~2~~

Cost for lodging within forty (40) miles of the claimant's official work station or home shall not be reimbursed unless approved in advance by the Deputy Judge/Executive.

07.12~~3~~

Lodging must be paid by a pre-authorized check, purchase order, or pre-authorized use of a County credit card. Payment shall be made to the hotel, motel, or other establishment. Payment shall not include personal charges of employees or others in the official service of the County.

07.13~~4~~

A County official or employee shall be eligible for reimbursement for subsistence for breakfast, lunch, and dinner expenses while traveling on behalf of the County, if his authorized work or training requires an overnight absence:

- a. At a destination more than forty (40) miles from work station and home;
- b. During the mealtime hours established by § (2) pertaining to Subsistence.

07.14~~5~~

Reimbursement for subsistence associated with pre-authorized travel shall be adjusted, if necessary, each January to match the U.S. General Services Administration Meals & Incidentals (M&IE) "Standard Rate" for the state of Kentucky.~~will occur as follows:~~

- ~~a. — breakfast: authorized travel on or before 6:30am through 9am; rate \$8.00*~~
- ~~b. — lunch: authorized travel, 11:00am through 2pm; rate \$10.00*~~
- ~~c. — dinner: authorized travel, 5pm through 9 pm; rate \$25.00*~~

~~Each year County Treasurer shall review and if necessary publish the per diem rate for each above listed meal after consultation with the County Judge/Executive.~~

~~*plus reasonable gratuity (see section 07.10). Example lunch on authorized travel costs \$9.50 and gratuity is \$1.90, the employee shall be reimbursed \$11.40 for the lunch.~~

07.1~~56~~

The County Treasurer will process travel claims on the next claims list following receipt.

07.1~~67~~

Employees may not claim reimbursement for meals included in lodging or training accommodations. Employees may not claim reimbursement for meals not used, due to early return to home or work station, from pre-authorized travel.

07.1~~78~~

No reimbursement shall be made for meal gratuity above the normal per diem.

07.1~~89~~

Mileage commuting between home and work station shall not be paid.

07.1~~920~~

If an employee's point of origin for travel is the employee's residence, mileage shall be paid for the shorter of mileage between:

- a. Residence and travel destination; or
- b. Work station and travel destination.

07.2~~01~~

Vicinity travel, and authorized travel within a claimant's work station area (within 40 miles) using privately owned vehicles (see Transportation) shall be listed on a monthly expense voucher

07.2~~12~~

The mileage reimbursement for use of a privately owned vehicle shall be adjusted, if necessary, each January to match the federal mileage rate set forth by the Internal Revenue Service.

07.2~~23~~

The Judge/Executive reserves the right to approve any legitimate expense incurred in the execution of an employee's official duties that exceeds any of the provisions of this policy contained herein so long as such expenditures are supported by ~~County credit card~~ receipts and are properly documented.