

CLAY COUNTY TRAVEL POLICY

Travel and Expense Reimbursement Policy

It is the responsibility of each individual approving a travel or personal expense to assure the accuracy and appropriateness of the expense and compliance with County policy. When traveling on County Business, training or Conferences, travel time and mileage will begin from location where employee normally reports or if leaving from home or another location, mileage and time will be the shorter of the two.

The Reimbursement form provided to employee's should be filled out with appropriate documentation attached, signed by both Official or Department Head and the person submitting report certifying that the expenses are true and correct statements of expenses incurred by them while traveling on official county business. This form should be returned to the Treasurer's Office for all reimbursements after completed, signed and actual receipts must be attached to this form for reimbursement.

Meals

Are based on Per Diem:

Meals will be reimbursed on a per diem rate set by Commissioners' Court not to exceed the federal per diem rate.

There must be a business condition for the expense and must be in connection
With performance of services as an employee.

The employee must turn in the expense report approved in Commissioners Court and the payment must be equal to or less the federal per diem rate, and must include date, time, place, amount and business purpose of the expense.

Mileage

When using your personal/non-County vehicle you may be reimbursed at the mileage rate stated on our Travel Expense form decided by our Commissioners' Court at the beginning of Every Budget Year for travel for business purposes. This includes but is not limited to driving that is directly related to an employee's job duties. For example, travel to pick up office supplies or make a bank deposit is qualified. Deductible mileage can only be solely for County Business.

Lodging

Reimbursement for lodging may not exceed the rate for a standard room. If an individual is attending a convention or conference, use of the convention or conference hotel is appropriate.

Request for Tax Except due to being a government Agency (form will most likely be necessary)

Reimbursement must be documented by an original itemized hotel bill and receipt, and is limited to room charges only. (Including applicable taxes and other surcharges)

Miscellaneous

Expenses other than meals and lodging, will be reimbursed for actual expenses, supported by paid receipts. Allowable miscellaneous expenses include charges necessary and incidental to the business travel, cabs, fax, coping, hotel parking and other business-related expenses.