

POLICY 513 TRAVEL AND EXPENSE REIMBURSEMENT

1. **Purpose.** To establish a uniform system for determining county responsibility for expenses incurred by employees and officers while performing official county business.
2. Definitions.
 - 2.1 Authorizing party. The county administrator with respect to department heads; the department heads with respect to subordinate employees; and the chair of the board with respect to county supervisors, the county administrator and public officials other than officers.
 - 2.2 Budgeted. Appropriated by the county board or otherwise allocated in accord with Chapter 4.04 of the County Code.
 - 2.3 Person. All public officials and employees of the county.
 - 2.4 Vehicles. All motor drive surface forms of transportation.
3. Personal Automobile Insurance.
 - 3.1 All county employees who drive their personal vehicles on county business will be required to maintain, at a minimum, personal automobile insurance in the amount of \$100,000/\$300,000. The employee will provide their department head annually with documentation verifying such insurance amounts.
4. General Travel Policy.
 - 4.1 Each person will be reimbursed for reasonable, necessary and actual travel expenses incurred in the performance of authorized official duties.
 - 4.2 Use of public transportation is encouraged.
 - 4.3 Each authorizing party will be responsible for ensuring that employees plan their travel with the principles of fiscal austerity and energy conservation in mind.
 - 4.4 Department heads and the County Administrator will determine departmental travel and training needs and authorize expenditures.

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5. Out-of-state travel.
 - 5.1 All out-of-state travel beyond 175 miles from the boundary of the City of Eau Claire at county expense must have the prior approval of the department head. Persons will submit a request for out-of-state travel to the department head as far in advance of the time of travel as possible.
6. Travel Costs.
 - 6.1 The person's authorizing party is responsible for auditing the travel voucher and will review travel expenditures. Travel reimbursement will not exceed the budgeted amount. Expenditures in excess of the budgeted amount will not be reimbursed.
 - 6.2 The maximum amount reimbursed will be the lesser of the commercial alternative rate and the vehicle mileage reimbursement amount.
7. Hotel/Motel Registration.
 - 7.1 When registering in hotels or motels or signing for any official purposes, persons will use their business address.
8. Lodging Expense.
 - 8.1 The choice of lodging will be based primarily on cost with consideration given to accessibility in conducting business. When traveling alone, a person will make use of a single room rate. Only travel expenses for the authorized person will be reimbursed, and at the rate for a single room.
 - 8.2 Lodging at convention, seminar, or meeting sites will be fully paid for by the County. For travel needs other than those listed, the maximum permitted amount for lodging for all in-state travel will equal the state rate and will be automatically adjusted each time the state rate is adjusted.
 - 8.3 All lodging expenses will be supported by the original machine printed receipts, or an original handwritten receipt.
9. State or third party reimbursements.
 - 9.1 Employees being reimbursed for travel expenses from a third party will not be reimbursed by the County.

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10. Private Vehicle Mileage Allowance.

- 10.1 The mileage allowance for use of private vehicles will equal the state rate and will automatically be adjusted each time the state rate is adjusted.
- 10.2 Mileage between the employee's residence and place of employment will not be paid.
- 10.3 Incentive payments for carpooling will be provided for drivers who carpool. The official incentive payment will be an additional 2¢ per mile for each additional person on Eau Claire County business using a private vehicle.
 - 10.3.1 When incentive payments are made, the total mileage expense will be charged in equal shares against the appropriate departmental accounts of the persons on travel status.

11. Meals.

- 11.1 Employees will be reimbursed for meals if the employee is attending an approved meeting, convention or seminar.
- 11.2 The claim for meals will represent actual, reasonable and necessary costs expended for meals, not to exceed the following including tax and 20% maximum tip.
 - 11.2.1 Breakfast. Maximum of \$8 for trips requiring the employee to leave before 6 a.m.
 - 11.2.2 Lunch. Maximum of \$10 for trips requiring the employee to leave before 11:30 a.m. and return after 1:30 p.m.
 - 11.2.3 Dinner. Maximum of \$20 for trips requiring the employee to leave before 4:30 p.m. and return after 6:30 p.m.
 - 11.2.4 Maximum daily total of \$38.
 - 11.2.5 Receipts are required for all meal reimbursement requests.
 - 11.2.6 No reimbursement will be made for the cost or tip on alcoholic beverages.

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11.2.7 If the employee is required to purchase one meal while on county business, they will be limited to the amount stated per meal. If more than one meal is purchased, the employee will be allowed the total of these meals with the total being split among the meals at the employee's option.

12. Claiming Reimbursement of Authorized Expenditures.

12.1 All claims for reimbursement of authorized expenses must be submitted within 30 days on a Travel and Expense Reimbursement Form provided by the Finance Department.

13. Appendices.

13.1 Travel/Expense Reimbursement Form (Appendix 513 A)

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