

TRAVEL POLICY OF JOHNSON COUNTY
Effective 02/26/2018

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Commissioners Court does not require Court approval for travel to seminars, conferences or training that is required by law or for any travel that will be completed within the same day, i.e., a destination that is close enough that there is no over-night stay needed. In this case, "required" travel would be that which is incurred to meet the legal education requirements of an individual's position with the county as set by Texas statute or required to maintain a license required for the position.

All other education-related travel must continue to be placed on the agenda for approval by the Commissioners Court.

Travel Reimbursement Rates

Johnson County will reimburse for meals using a per diem rate when employees are traveling on official County business.

The per diem rates are as follows:

\$37.00---EACH FULL DAY	These per diem amounts are used <u>only</u> when the employee purchased the meal; regardless of cost.
\$10.00---MORNING MEAL	
\$12.00---NOON MEAL	
\$15.00---EVENING MEAL	

Per diem or reimbursement for meals for same-day trips (there and back in the same day) will be permitted. Being a taxable fringe benefit, per the IRS, the invoice transmittal for the meal(s) will be handled as a payroll item by the Personnel Department for same-day trips. All others will be reimbursed through the Accounts Payable Division of the County Auditor.

NO RECEIPTS are required on a per diem rate policy. However, only in the case where the employee has a meal expense, will that meal be included in the expense reimbursement, i.e., if the breakfast was provided by the training/seminar host, no reimbursement will be paid.

Partial day reimbursements for departure and return days:

For date of departure, the employee is entitled to, at most, the lunch and evening meal reimbursement.

For date of return, generally, the employee is entitled to the morning and noon meals. If the return trip does not start until late in the day, then the evening meal is also reimbursable if it was purchased.

Generally, if the meal was purchased, a reimbursement is in order. If not, the employee should not request a reimbursement.

MILEAGE reimbursement will be paid at the same rate as is allowed by the IRS allowance. The current rate can be found on the Travel Reimbursement Form.

When traveling by motor vehicle, travel distance will be determined by Google Maps or Mapquest, using the departure address of your work location to your destination address and the same method will be used for travel from your hotel to your meeting location. Employees are encouraged to use the form of travel that is the most economical. If travel is by air, the travel costs associated with the air travel will be reimbursed the mileage calculation for traveling by a motor vehicle, plus a 10% allowance if the air travel exceeds this calculation. For example, if the mileage calculation for travel by motor vehicle is \$300, the county will reimburse up to \$330 dollars if the air travel expense is at least this amount.

Advance of Travel Expenses

Advances will be made only if the employee states that the travel would not be possible without the advance due to the inability to pay for meals and/or hotel with personal funds.

Employees have the option of requesting advance payment on meals and lodging only. The employee has the option to allow the Purchasing Agent to use a credit card for the hotel expense, thereby eliminating the expense burden for lodging.

The Travel Advance form can be obtained from the Auditor's Office and should be submitted to the Accounts Payable Division of the Auditor's Office. Advance requests may be sent in any time prior to travel and the advance will be made within thirty (30) days prior to actual departure date.

Travel reimbursement requests must be turned in to the Auditor's Office no later than ten (10) days after returning from the trip. No subsequent travel advance checks will be issued until this requirement is satisfied.

Out-Of-State Travel

Any out-of-state travel must be approved by the Commissioners Court. The traveler must show that such a trip is beneficial to the County. Most all out-of-state travel should be avoided if possible.

Intra-County Mileage Reimbursement

If the employee reports to a location other than their normal workplace for work or training on any given work day and does not report to their normal workplace at all that day, no mileage reimbursement will be made unless the alternative work location represents a significant longer distance to travel than the normal workplace. In this case, the mileage will be reimbursed.

If the employee reports to their normal workplace during their regular work hours and must travel to another location (midday travel) for work purposes and return, mileage may be claimed from the normal workplace to the other location and back (ROUND TRIP).

If the employee reports to the normal workplace during regular work hours with midday travel to another location with no return that day, mileage may be claimed ONE WAY.

NOTE: An internet map with beginning and ending addresses showing the miles to and from must be used to determine and support the mileage reimbursement request and approved by the department head as noted on the form located on the Johnson County intranet, "County Forms".