



## Procedures to Implement the Travel Policy

- I. **Procedure Name:** Procedures to Implement *the County Travel Policy*
- II. **Related Policy:** Travel Policy, Purchasing Policy, Procurement Card Policy (Adopted March 30, 2016)
- III. **Standards of Procedures:**
  - a. The County will reimburse employees for costs to travel which are incurred during the conduct of official county business.
  - b. All in-state travel reimbursement requests must be approved by the Department Director.
  - c. All out-of-state travel must be approved by the County Administrator.
  - d. Funding must be available in the appropriate FY budget.
  - e. All travel shall be required to meet IRS expenditure guidelines as noted throughout the Procedures.
  - f. All requests for reimbursement shall be made within 30-days of the employee returning to a normal work-schedule. Reimbursement requests made beyond the 30-days shall require approval by the County Administrator and may be subject to Board approval.
  - g. County employees on official county business which are driving personally owned vehicles shall be properly licensed by the State of Michigan and have the proper vehicle registration and insurance requirements.
  - h. **Receipts must be furnished as required with a complete explanation and justification for the expenses shown on the expense voucher.**
- IV. **Operational Standards:**
  - a. **Transportation**
    - i. For in-state travel, the County maintains a contract with vehicle rental companies which shall be utilized when the standard mileage reimbursement rate will exceed the cost of the rental vehicle. Employees are responsible for determining the most economical method of transportation.
    - ii. Employees may utilize their own vehicle and request the standard mileage rate reimbursement but will only be reimbursed for the lesser amount of the rental vehicle or mileage reimbursement.
    - iii. All reservations for air travel shall be researched for competitive pricing. The use of [www.kayak.com](http://www.kayak.com) will provide multiple airlines and options for travel and should be referenced with any request for reimbursement. Employees shall submit a print-out or electronic image of the rates available through [www.kayak.com](http://www.kayak.com) on the day of the reservation.
  - b. **Mileage**

- i. Mileage shall be paid at the Standard IRS Mileage Reimbursement Rate for the applicable year as indicated on the IRS website: <https://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates>
- ii. Mileage shall be paid from the starting point of the employees official work-station unless such mileage would be less when starting from a residence at the beginning of a work-day.

**c. Lodging/Overnight Travel**

- i. All expenses (excluding taxes) paid for lodging shall fall within the per-diem amounts noted on the <http://www.gsa.gov/portal/content/104877>. **All requests for reimbursement must be submitted with a copy of the per-diem guidelines obtained via the link above.**
- ii. In the event that lodging accommodations, exceed the allowable per-diem, the County administrator may approve or deny any additional costs above the per-diem amount.

**d. Meals Reimbursement**

- i. Meal expenses will be reimbursed on a per-diem rate which shall include all costs for tipping or service charges which shall not exceed 20% of the per-diem cost.
- ii. If an employee is attending a conference, and a meal is included in the registration fee, that meal is not eligible for the per-diem and the per-diem may not be utilized.
- iii. To determine the amount of per-diem available, utilize, the following website which will identify in the far right column of your travel destination the total allowable per-diem rate.
- iv. Employees must submit a print-out or electronic image of the allowable rate identified via the link below. First and last day of travel rates are also found on the link below and will be utilized.

Total	Breakfast	Lunch	Dinner	Incidental Expense
<b>\$51</b>	\$11	\$12	\$23	\$5
<b>\$54</b>	\$12	\$13	\$24	\$5
<b>\$59</b>	\$13	\$15	\$26	\$5
<b>\$64</b>	\$15	\$16	\$28	\$5
<b>\$69</b>	\$16	\$17	\$31	\$5
<b>\$74</b>	\$17	\$18	\$34	\$5

(This table is subject to being updated here:

<http://www.gsa.gov/portal/content/101518>)

- v. Allowances for individual meals for daytime travel shall be based upon the following schedule:
  - 1. Breakfast: When travel commences prior to 6:00am and extends beyond 8:30am.
  - 2. Lunch: When travel commences prior to 11:30am and extends beyond 2:00pm.

- e. **Incidental Expenses are limited to \$5 dollars and are defined as** fees and tips for porters, baggage handlers and other personal service employees.
  - f. **Necessary Expenses:** Expenses such as parking, tolls, or other appropriate travel expenses will be reimbursable provided that appropriate documentation is submitted for reimbursement.
- V. **Exclusions to Procedures:** The County Administrator may adjust, amend, or provide an exclusion for the above stated procedures in order to effectuate a better, more efficient, and more competitive purchasing plan.
- VI. **Review of Procedures:** These procedures should be reviewed at least every three years, updated, and redistributed as necessary.