

Travel Policy

PURPOSE

Grand Traverse County's travel reimbursement policy is developed to help employees understand and follow the company's travel reimbursement process. The travel policy is aligned with business-related travel paid with Grand Traverse County funds and must comply with County expenditure policies.

POLICY & PROCEDURE

It is the policy of Grand Traverse County to reimburse staff for reasonable and necessary expenses incurred in connection with approved travel on behalf of the County. Grand Traverse County strongly encourages use of travel discounts when making travel arrangements.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.

I. Policy Statement:

The Board of Commissioners recognizes that travel by employees is necessary to conduct official county business and therefore has developed this policy to establish the standards for eligible expenses.

II. Statutory Authority:

The Board of Commissioners may establish rules and regulations to manage the interest and business of the County under Public Act 156 of 1851 [MCLA 46.11(M)].

III. Related Policies and/or Procedures: Policy and Procedures for the Authorization and Use of Procurement Cards; Purchasing Policy and Procedures.

IV. Historical Application: This Policy supersedes all prior travel policies.

V. Exclusions: The following exclusions apply: None.

VI. Implementation Authority: The County Administrator is authorized to establish the necessary procedures to effectuate the implementation of this policy.

VII. Policy Standards: The following standards shall apply, without exception.

- A. Only those costs that are incurred in the conduct of official County business shall be paid by the County.
- B. All requests for reimbursement shall be based upon a least-cost and most efficient methodology as established by the appropriate procedures.
- C. All travel shall be conducted in the most economical and most efficient manner through the most direct route. Any employee utilizing an in-direct route of travel for their own convenience

shall be responsible for any expense beyond the amount which would normally be incurred by the usual route of travel.

- D. All out-of-state travel requests must be submitted in writing and approved by the appropriate Department Director and County Administrator.
- E. No travel reimbursement costs will be made to employees traveling from their residence to their official work station.
- F. All requests for reimbursement shall be accompanied by supporting documentation necessary to justify that the expense is eligible and within reasonable expenditure guidelines.
- G. In the event that an employee schedules travel and the County incurs costs, the County shall not be liable for those costs if the employee does not attend, unless due to extenuating circumstances and it has been approved by the County Administrator.
- H. Travel insurance is not an eligible expense and will not be paid by the County.
- I. The County Administrator has full-authority to deny a request for reimbursement when an expenditure has not met the County policies and procedures.

VIII. Policy Review: This Policy shall be reviewed at least every three years by the County Administrator or designee.

Note: This policy may differ for those employees who are members of recognized unions, organizations, or associations. Any questions related to the content of this policy, or its interpretation, should be directed to Human Resources.

Approved: 3/30/2016 Amended 7/2019