

TRAVEL REIMBURSEMENT CHECKLIST

The County wishes to express appreciation for its employees and their service to this wonderful County. Though County vehicles are usually available for you, we realize use of your personal vehicle may occur. However, excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary, unjustified, or for the convenience or personal preference of the employee in the performance of official County business are not eligible for reimbursement. Reimbursement will be made after accurate completion of the travel expense reimbursement form and supplementary information:

1. using current reimbursement rates which are: \$0.58 per mile; breakfast at maximum of \$6.75, lunch at maximum of \$8.75, dinner (in-state) at maximum of \$15.00, dinner (out-of-state) at maximum of \$17.00; lodging at actual rate, including applicable sales taxes and occupancy taxes; and registration at actual rate
2. with proper information for origin address and destination address, date(s) of travel, reason/explanation for all travel, and other requested data for each business-related trip
3. with special notation of "HOME" when recording the address of your personal residence as the origin or destination (commuting trips are not eligible for reimbursement)
4. with indication if others made the trip and of shared expenses (without shared expenses, reimbursement may be limited; requests from all travelers should be received together)
5. with documentation to support mileage to destination from origin and return for travel outside of County (documentation should be obtained from Internet or software programs that provide driving distances in estimates of miles used; explain use of personal vehicle when County vehicle is readily available; compared to documentation, no extra mileage will be reimbursed without sufficient and appropriate explanation)
6. with receipt and agenda to support cost of registration and provide proof of attendance
7. with statement to support cost of lodging (lodging facility must be at least 45 miles from County's borders or personal residence, whichever is less; when personal guests share lodging, reimbursement is limited to rate for single room)
8. with receipts and explanations for all other expenditures, including (1) parking, (2) any meals eligible to be reimbursed at actual cost, and (3) other necessary charges on statement from lodging facility, when applicable
9. with written justification for delays, deviations, differences, etc., when appropriate
10. with appropriate signature of department head
11. submitted for reimbursement within 10 days of return or end of month

ADVANCE RESERVATIONS

If the lodging or transportation entity requires a merchant card to confirm the reservation and the employee considers this practice to be a personal hardship (i.e. no personal merchant card available), the employee may use a County credit card to make the reservation. The employee should be prepared to present another method for the actual payment (including any cancellation fees) to the lodging or transportation entity. Many such establishments will not accept a credit card issued to a person other than the person presenting the credit card.