

Wood County, Texas

Travel Policy

Effective October 1, 2016

Adopted by the Commissioners Court on September 23, 2016

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HELLEY FRIDE
COUNTY CLERK, WOOD CO TX

Travel on County Business

Purpose:

The purpose of meetings, courses or other travel should be specific to the job of the traveling employee or as required by statute to fulfill educational requirements of the office or required certification. Travel, registration, or fees to attend general education courses (i.e. college course for credit) of a personal nature are not to be reimbursed. Out-of-state travel must be pre-approved by Commissioners Court with the exception of prisoner transportation.

Mileage:

The use of a personal vehicle for county business will be reimbursed at the IRS rate. Mileage is calculated from the workplace to the destination unless the starting point (residence) is closer. Any out-of-the way travel shall be at the expense of the official or employee and not claimed. Mileage reimbursement requests are to be submitted to County Auditor's office for accounts payable processing. All travel reimbursement forms must be signed by the employee and the official/department head. Travel claim forms must detail mileage, destination and purpose of travel.

Mileage related to conferences, meetings and other travel that has reimbursable expenses in addition to mileage shall be claimed on a Travel Claim Form (Form TC). All travel claim forms must be submitted within 30 days of the final travel.

Mileage reimbursement for routine travel between county locations or related to county business that does not require reimbursement of any other travel related expenses shall be claimed on a Monthly Travel-Mileage Claim Form (Form TM). Monthly mileage reports must be submitted to the County Auditor's office within 30 days from the close of the month.

Airfare:

For destinations over 400 miles, air travel may be considered. For destinations within 400 miles, air travel may be an option if it is more cost effective than traveling by automobile.

Hotel:

Hotel/Motel room rates will be paid at conference block room rates (including overflow hotel room rates) or less. For non-conference travel, rates will be paid at state allowed rates. Hotel/Motel tax and parking is paid in addition to this rate. Valet parking shall not be chosen for the convenience but used only in cases when there is not another option at the hotel or for personal safety concerns. Personal expenses (movies, laundry, etc.) are not allowable county expenditures and will not be reimbursed. Extra day(s) spent for personal reasons, are not allowable county expenditures and will not be reimbursed.

If hotel/motel charges are paid with a Wood County credit card, hotel receipt must be submitted to the County Auditor's office, along with a copy of the conference registration form or flyer, upon return of the county credit card.

Meals:

Meals are paid for out-of-county travel. Meals are reimbursed on a per diem of \$42.00 per day (**NO RECEIPTS ARE REQUIRED FOR ANY MEALS**).

Travel days, for overnight travel, will be paid at 75% of the per diem rate or \$31.50 per travel day.

For overnight stay:

\$42.00 per full day

\$21.00 travel day

For non-overnight trips:

\$ 9.00 breakfast

\$13.00 lunch

\$20.00 dinner

Meals will be reimbursed only in cases with a minimum of a four hour conference or training. Meal reimbursement for a non-overnight trip will be added to the individual's W-2 as wages for tax purposes (per IRS regulations). To claim a meal reimbursement for a non-overnight trip, a Non-Overnight Meals Travel Claim Form (Form TCNO) should be completed, signed by both the employee and official/department head, and submitted to the County Auditor's office for processing.

Travel Advances:

Travel advances may be requested for overnight travel only. A Travel Advance Request form (Form TA) must be signed by the employee and the official/department head and submitted to the County Auditor's office for accounts payable processing. After the trip, a completed Travel Claim form (Form TC), with original supporting documents (receipts) attached must be signed by the employee and official/department head and submitted to the County Auditor's office and reimbursement made to the County Treasurer's office (if applicable) **WITHIN ONE WEEK** after last travel date.

IT IS THE OFFICIAL/DEPARTMENT HEAD'S RESPONSIBILITY TO ENSURE THAT EMPLOYEES ARE AWARE OF TRAVEL REQUIREMENTS AND THAT THEY SUBMIT THE NECESSARY AND CORRECT CLAIM FORMS TO SUBSTANTIATE A TRAVEL ADVANCE.

If an employee has an outstanding travel advance, future travel advances and reimbursements will be placed on hold until proper documentation has been received by the County Auditor's office and reconciled to the outstanding travel advance.

Travel Reimbursements:

Upon completion of the travel, employee is to submit a completed Travel Claim Form (Form TC) to the County Auditor's office for payment. The travel claim form must be signed by both employee and official/department head and include original supporting documents for each expense.

Specific Travel Limitations:

County Judge

Travel allowance is set by annual budget and payable by-weekly. This allowance is to cover all intra-county travel. Reimbursable mileage calculation shall start at the county line.

County Tax Collector Deputies

Mileage will be reimbursed at IRS rate but shall not exceed \$350 per month per employee.

Extension Service

Mileage will be reimbursed at IRS rate but not to exceed the monthly amount set individually for CEA-4-H, CEA-AG and CEA-FCS by annual budget. The annual budget also includes supplemental travel for out-of-district events and/or events requiring overnight stay and covers mileage, meals, lodging and registration fees. This department is limited by the total travel budget for both the cap and supplemental travels.

Approved by Commissioners Court on September 23, 2016.