

IZARD COUNTY TRAVEL POLICY

-Subject: Travel Rules and Regulations

Court Order Number

Applicability: IZard County Employees

Effective Date: 1/1/2020

Transportation:

- 1) Travel may be achieved by plane, train, bus, private vehicle, rented or county automobile, whichever method serves the requirements of the department most economically and advantageously.
- 2) When a common carrier is used to transport persons on county business, the County Judge should make the travel arrangements and arrange for direct billing to the county. If this is not possible, the traveler may make and pay for the arrangements and request reimbursement. First class fare is not permitted unless it is the only available rate.
- 3) When privately owned motor vehicles are used for travel on county business, the owner may claim reimbursement at the rate per mile equal to the state reimbursement rate.
- 4) The shortest major highway route will determine the maximum mileage allowed. (mapped route must be attached to request) If more than one traveler is transported in the same vehicle, only the owner can claim reimbursement. The county will reimburse for official miles driven only. The county assumes no responsibility for any maintenance, insurance, operational cost, accidents or fines incurred by owner while on county business.

Meals and Lodging:

- 1) Reimbursement for meals is only in connection with overnight travel unless (Special Authorizations) are authorized by the County Judge.
- 2) Travelers will be reimbursed for personal meal expenses provided they are documented and reasonable. In general, meals should be taken at the most economical restaurant that fits the occasion.
- 3) If a meal is provided by the conference as part of the conference fee, and traveler elects to purchase a meal such meal(s) will be considered a personal expense and not reimbursed.
- 4) The maximum full day meal allowance will be the federal travel rate depending on the destination
- 5) Receipts supporting actual travel expenses must be attached to a Travel Reimbursement Request. Tickets must be itemized, tips and alcohol will not be reimbursed. (conference agenda must also be attached)
- 6) Reimbursements for lodging is limited to a single room rate. Lodging cost exceeding the Federal Travel Directory must be authorized by the County Judge, and justification included of why it is to the best interest of the county to exceed standard rate.
- 7) Travel reimbursement claims must be supported by receipts, a printed record given to traveler at checkout that list purchases made, the total amount of transaction including taxes and name of retailer.

FEDERAL RATES (www.gsa.gov)