



BALDWIN COUNTY COMMISSION

POLICY #8.14		
Subject	Travel/Training Policy for County Commission Departments and Staff	
Date Adopted	February 2, 2016	
Agenda Item	BH1	
Obsolete Versions	April 7, 1998 Book 20, pg. 192 October 10, 1998 Book 21, pg. 192 January 8, 2002 Book 9, pg. 37 February 19, 2008 Minutes Page 26 April 20, 2010 Minutes Page 8-9 December 6, 2011 Agenda Item EE1	

POLICY STATEMENT

This policy is intended to define the process to be used to approve travel and/or training requests. Any request for interpretation of this policy shall be addressed to the County Commission in session assembled. The County Commission shall address the interpretation and may take any appropriate action on an interpretation question.

The County Commission shall reimburse employee for expenses incurred while on official business.

1. TRAINING: Training shall be defined as any training activity, whether or not travel is required, that will require the expenditure of money.

2. OFFICIAL TRAVEL: Official travel is defined as any job related travel except commuting between the employees/official's home and regular workstation.

3. MILEAGE REIMBURSEMENT: Mileage reimbursement to County employees will be reimbursed at the IRS mileage rate.

The County Commission prefers County owned vehicles to be used when traveling in and out of County as a cost savings measurer.

Mileage for all official travel shall begin at the employee's home or regular workstation and end at the employee's home or regular workstation, whichever is less.

Should an employee be temporarily assigned to a location in the county that is further from their home than their regular workstation mileage above that of their normal drive to and from work shall be reimbursed as travel miles if greater than 2 miles. If the temporary assignment location is closer to their home than their regular workstation, no mileage will be reimbursed.

Following are examples of mileage calculations:

- Employee drives to his/her assigned office in Bay Minette from home (25 miles).
 - No mileage will be reimbursed.
- Employee drives from the assigned Bay Minette office to Foley for temporary assignment and then back to the Bay Minette office:
 - Mileage will be reimbursed from the Bay Minette office to Foley and back to the Bay Minette office.
- Employee drives from his/her home to Foley for temporary assignment and then back to his/her home:
 - Mileage will be reimbursed from his/her home to Foley to home LESS the normal commute miles of 50 miles (2 x 25 miles).

All travel checks will be mailed to the employee's address in JD Edwards. Finance & Accounting will no longer hold checks to be picked up by employees.

4. OVERNIGHT OUT OF COUNTY TRAVEL:

The term overnight usually means the period between sunset and sunrise. Employees within reasonable travel distance from their regular workstation are expected to return to their regular workstation. Individual circumstances will determine what is reasonable but generally, a trip of 100 miles or less one-way does not require an overnight stay.

Appointed Contract Employees (Appointed County Commission Department Directors): All overnight out of county travel within their department budget must be pre-approved by the Chairman of the County Commission. In no case shall an Appointed Contract Employee approve his/her own overnight out of county travel.

Non-Appointed Department Heads: All overnight out of county travel within their department budget must be approved by the applicable Appointed Contract Employee (Appointed County Commission Department Director) responsible for the overall supervision of their department. In no case shall a Non-Appointed Department Head approve his/her own out of county travel.

All other county employees must have approval from their appropriate Appointed Contract Employee (Appointed County Commission Department Director) or Non-Appointed Department Head and be within their department travel budget.

5. LODGING: For overnight out of County official travel, lodging expenses will be reimbursed at actual costs.

6. MEALS FOR COUNTY EMPLOYEES: For overnight out of County official travel, meals expense will be reimbursed at the IRS per diem rate. Meals per diem rates can be accessed from GSA.gov/perdiem. Rates are set by fiscal year, effective Oct 1 each year. To find current rates in the United States search by city and state. Print out your meals per diem rates from GSA.gov/perdiem and attach to your expense report. When meals are provided or required by a conference and/or training class, employees must deduct those meals from the per diem rate. The separate amounts for breakfast, lunch and dinner are listed in a chart on the GSA.gov website should you need to deduct any of the meals provided at a conference and/or training class; this can be found on the same page as the GSA.gov per diem rates by clicking on the link “Meals & Incidental Expenses Breakdown.”

For overnight trips out of County, full per diem will only be allowed for travel that begins before 6:00 AM and full per diem will be allowed if the traveler returns to base after 6:00 PM. “Travel Reimbursement Claim Form” must include departure time and return time to correctly calculate meals per diem.

Meal Allowance for official travel out of County which does not require an overnight stay are taxable and will be reimbursed on employee’s pay check. A meal allowance will be reimbursed at the per diem rate detailed below based on the number of consecutive hours on travel status according to the following schedule:

<u>HOURS ON TRAVEL STATUS</u>	<u>MAXIMUM AMOUNT</u>
Less than six hours	\$--0--
Six to twelve hours	<u>\$15.00</u>
Twelve and over	<u>\$31.00</u>
Overnight	<u>IRS Rate</u>

7. COMMERCIAL TRANSPORTATION AND VEHICLE RENTAL: For overnight official travel, commercial transportation expense, such as air fare, will be reimbursed at actual cost upon submission of detailed receipts. Upgrades to first class when coach is available and similar upgrades will be borne by the employee.

When it can be determined in advance that renting a vehicle at the overnight travel destination will be more cost effective than using local transportation, vehicle rental expense will be reimbursed at actual cost upon submission of detailed receipts.

Whether to travel using commercial transportation, personal vehicle or county vehicle will be based on availability, travel time and a cost comparison among the three. The less expensive mode of transportation shall be taken unless extenuating circumstances arise.

8. OTHER COSTS AND FEES: Other costs and fees for registration, parking, taxi, etc, related to official travel will be reimbursed at actual cost upon submission of detailed receipts.

9. POLICY EXCEPTIONS: The County Commission by a majority vote of its members may grant an exception to the provisions of this policy.

PROCEDURAL REQUIREMENT

In order to carry out this policy, the following steps must be taken:

- 1) Have your supervisor and department head approve and sign the *Baldwin County Commission Overnight Travel/Training Pre Approval Form*.
- 2) Complete and sign a *Travel Reimbursement Claim Form*.
- 3) Attach detailed hotel and commercial travel receipts to the *Travel Reimbursement Claim Form*.
- 4) Attach GSA meals per diem rates sheet.
- 5) Have your supervisor and department head review, approve, and sign the *Travel Reimbursement Claim Form*.
- 6) Submit this package to the Commission Finance & Accounting Department seven business days in advance of a County Commission Meeting.
- 7) Finance & Accounting Department will email out a detailed overnight travel report each month to all Commissioners and Administrator.

FORMS/ATTACHMENTS/EXHIBITS

- 1) Baldwin County Commission Travel Reimbursement Claim Form
- 2) Mileage Log
- 3) Baldwin County Commission Overnight Travel/Training Pre Approval Form

RELATED POLICIES

POLICY #8.12 - Processing Voucher Payments

Baldwin County Commission

Travel Reimbursement Claim Form

EMPLOYEE DEPT.

EMPLOYEE NAME AND NUMBER

PERIOD COVERED
FROM TO

DAY	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			CHARGE ACCOUNT NUMBER
DATE INCURRED										
LOCATION FROM										
LOCATION TO										
LOCATION TO										
AUTO MILES	0	0	0	0	0	0	0	Total Miles	0.00	
DEPARTURE TIME										
RETURN TIME								Mileage Rate	\$ 0.540	
AUTO EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
TRAVEL EXPENSE										
TICKETS/TRANSP									0.00	
LOCAL TRANSP.									0.00	
ROOM									0.00	
MEAL PER DIEM										
6 - 12 HOURS \$15.00									0.00	
12 HOURS OR MORE \$31.00									0.00	
OVERNIGHT - IRS Rate									0.00	
OTHER LOCATION PER DIEM									0.00	
OTHER										
REIMBURSABLE EXPENSE									0.00	
TOTAL DAILY EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
									0.00	

I CERTIFY THAT THESE EXPENSES
ARE CORRECT AND WERE EXPENDED
FOR THE PURPOSES INDICATED

DEPT./ ELECTED OFFICIAL APPROVAL

DATE

EMPLOYEE SIGNATURE

ADMINISTRATOR/TREASURER

☐ Attach Milage Log

☐ If Overnight Travel, attach Overnight Travel/Training Pre Approval Form

Revised 01/01/2016

**EXPLANATION OF TRAVEL
AND MSC. EXPENSES**

This form modified by K. Creech and added to Policy 8.14 on 01/19/2016

Mileage Log

EMPLOYEE NAME		
MONTH	DAY	YEAR
ODOMETER READING		
End of Trip		
Less Beginning of Trip		
TOTAL BUSINESS MILES	0	
MONTH	DAY	YEAR
ODOMETER READING		
End of Trip		
Less Beginning of Trip		
TOTAL BUSINESS MILES	0	
MONTH	DAY	YEAR
ODOMETER READING		
End of Trip		
Less Beginning of Trip		
TOTAL BUSINESS MILES	0	
MONTH	DAY	YEAR
ODOMETER READING		
End of Trip		
Less Beginning of Trip		
TOTAL BUSINESS MILES	0	
MONTH	DAY	YEAR
ODOMETER READING		
End of Trip		
Less Beginning of Trip		
TOTAL BUSINESS MILES	0	
MONTH	DAY	YEAR
ODOMETER READING		
End of Trip		
Less Beginning of Trip		
TOTAL BUSINESS MILES	0	

MONTH	DAY	YEAR
ODOMETER READING		
End of Trip		
Less Beginning of Trip		
TOTAL BUSINESS MILES	0	
MONTH	DAY	YEAR
ODOMETER READING		
End of Trip		
Less Beginning of Trip		
TOTAL BUSINESS MILES	0	
MONTH	DAY	YEAR
ODOMETER READING		
End of Trip		
Less Beginning of Trip		
TOTAL BUSINESS MILES	0	
MONTH	DAY	YEAR
ODOMETER READING		
End of Trip		
Less Beginning of Trip		
TOTAL BUSINESS MILES	0	
MONTH	DAY	YEAR
ODOMETER READING		
End of Trip		
Less Beginning of Trip		
TOTAL BUSINESS MILES	0	

Baldwin County Commission
Overnight Travel/Training Pre Approval Form

Employee Name: _____

Department: _____

Travel Destination: _____

Departure date: _____ Date of return: _____

Number of days: _____

Purpose of Travel: _____

Total estimate Training Cost: _____

Total estimated Travel Cost: _____

Total Budget remaining for Training: _____

Total Budget remaining for Travel: _____

Employee Current Year Travel History

Total number of day's previous overnight travel: _____

Total amount spent: \$_____

Supervisor Signature: _____

Appointed Department Director: _____

Elected Official: _____

Attach copy to Travel Reimbursement Claim Form