

## CONFERENCE - SEMINARS - TRAINING - TOURS - REIMBURSEMENT

**Reimbursement for Expenses** - Calumet County will reimburse employees for expenses incurred for approved travel, conventions, seminars, training and tours. Employees shall be reimbursed with the second payroll of each month following the month expenses were incurred, unless otherwise noted. **In order to receive reimbursement, employees must submit a "Statement of Expenses Incurred for the County of Calumet" to the Finance Department no later than the 6<sup>th</sup> of the month following the month expenses were incurred.**

- A. **Lodging** - Approved lodging should be reserved in the name of Calumet County by the use of credit card or purchase order. The use of the County credit card shall be through the Finance Department only. Employees shall pay the difference between single and double rates if lodging is shared with a non-county employee.
- B. **Mileage** - Employees authorized to drive for County business shall hold a valid driver's license. Authorized use of an employee's automobile for County business shall be reimbursed at the rate set by the Internal Revenue Service. Contact the Finance Department for the current rate. The employee shall use the most direct route possible. Distance shall be computed from the employee's primary residence or work location, as circumstances warrant. If an employee drives a personal vehicle for County business they shall be required to carry certain limits of coverage. For these limits, refer to the Calumet County Personnel Policy Manual.
1. Mileage computation for all business travel that commences during non-business hours shall use the point of origin.
  2. Mileage computation for all business travel that commences during business hours shall use the employee's work place or point of origin, whichever is less.
  3. No employee may claim mileage to their permanent work site if it is the first (1<sup>st</sup>) stop of the day or from their permanent work site if it is the last stop of the day. Mileage directly from an employee's home to their permanent work site is not reimbursable under this policy.
  4. For trips that commence and terminate during non-business hours, the actual point of origin shall be used to compute mileage.
  5. The County shall make no reimbursement, other than the per mile reimbursement specified above, to employees who use their private vehicles in the conduct of County business.
  6. If traveling by bus or other means of transportation, the appropriate fare will be paid by the County.
  7. If a Department has a vehicle, or vehicles, within the Department and an employee attends a training or seminar, that vehicle should be used, if available, rather than using a personal vehicle and charging mileage.
  8. Employees who travel for County business are required to car pool whenever possible and practical. Only the driver is eligible to be reimbursed for mileage.
- C. **Meals** - Employees will be reimbursed for meals:
1. If the County is hosting a district meeting or similar event in the County.
  2. The employee is attending an approved conference, seminar, training, or tour.
  3. For meals in the County if approved as provided above.

## Meal Reimbursement shall be as follows:

Meal reimbursement is a maximum of \$50 per day, including tax and tip.

1. If meals are included in the registration fee, the County will pay the entire cost. Meals included in the registration fee are not reimbursable.
  2. If meal maximums are not reached on one day, the excess amount does not accrue and cannot be applied to meals on another day or to other costs incurred.
  3. No reimbursement shall be made for the cost of alcoholic beverages.
  4. It will be necessary to have a receipt for all meals in excess of \$5.00. An itemized receipt is preferred.
  5. If you do not have a receipt, the County's reimbursement rate will be no more than \$5.00.
- D. **Parking** - Reasonable and necessary parking fees will be reimbursed when an employee is required to travel. If possible, a receipt shall accompany the request for payment.
- E. **Registration** - The County will pay in advance for registration if attendance is approved as provided in this Section. If a request for a registration check is not submitted timely to the Finance Department, the employee shall pay the cost of the registration and include that cost in the monthly statement of expenses.
- F. **Approval** - Department Heads shall sign and approve all expense vouchers of their employees prior to submitting the voucher to the Finance Department. Expense vouchers shall include only expenses incurred prior to the end of the preceding month and shall be submitted monthly.
- G. **Telephone Calls While Attending Overnight Meetings** - Employees shall be reimbursed for phone calls made, while attending overnight meetings, which pertain to County business. Personal phone calls shall not be reimbursed.
- H. **Transportation**
1. **Air Travel** - The most economical means of transportation shall be used in all cases unless travel time is a factor. In that case, special consideration will be given to approval of airfare. Travel by plane shall be at coach rate and airline tickets shall be purchased in advance so as to achieve the lowest possible fare. If a fare requires additional nights of lodging and additional meals, these extra expenses and the value of lost work time shall be weighed against the airfare and the most economical choice shall be made. An itemized receipt shall accompany the request for payment.
  2. **Auto Rental** - The most economical means of transportation shall be used in all cases unless travel time is a factor. Auto rental shall be made only if less expensive than other forms of land transportation or if other forms of transportation would prove unreasonable from a time and use perspective. Only the reasonable cost of compact or subcompact models is reimbursable, unless prior approval is obtained from the County Administrator. An itemized receipt shall accompany the request for payment.
- See Calumet County Personnel Policy Manual for more information.