

## **Fannin County Travel Policy**

This policy as adopted by Commissioner's Court (CC) is meant to provide guidance as to appropriate travel methods and reimbursable expenses while traveling on County business. Whenever unusual circumstances are involved or this published policy does not provide clear guidance, please secure approval from the Commissioners Court concerning those items prior to the trip or they may not be reimbursable.

### **Overview**

Fannin County realizes the benefits that accrue to the County when its employees attend conferences, seminars, and professional training activities. The County will bear expenses incurred by County Officials and employees to attend such activities provided that the following procedures are followed. However, conferences, seminars, and training must be directly related to the work of the County office involved.

### **Procedure**

Advance approval of travel for County officials and employees must be obtained from Commissioners' Court on a travel request form in order to have such travel paid or reimbursed. A copy of the agenda for each meeting or conference to be attended must be attached to the form. The travel request form is available on our web site, [w.w.w.co.fannin.tx.us](http://w.w.w.co.fannin.tx.us), or from the auditor's office, and must be turned into auditor's office to be processed for approval by Commissioners Court before registration fees will be paid. Total travel is further limited by individual department budgetary constraints. The following types of travel are exempted from requirement of prior approval of Commissioners Court:

- Interviewing witnesses
- Investigations
- Delivery of testimony
- Return of prisoners

### **Registration Fees:**

Travel/conference registration fees will be paid in advance by the County. A completed registration form must be submitted to the County Auditor's Office for fees to be paid. The approval of the travel by Commissioners Court must be obtained prior to the payment of registration fees. If a request for prepaid fees is not received in the Auditor's Office in time for regular processing, then the registration fees will be paid by the County Official or employee and reimbursed by the County.

### **Expense Reimbursement:**

Within thirty (30) days of the event, individuals must submit the "Out of County Travel Reimbursement Request" form with all appropriate substantiating documents to the County Auditor's office for final accounting and auditing. For reimbursements, the request form must account for all expenses related to the trip and be completely filled out.

To receive your travel checks in advance of meetings, you must turn in your Fannin County reimbursement form with required, supporting documents, by the first and third Wednesday of the month to allow for Commissioners court approval. Each reimbursement form must be signed by both Department Head/Elected Official and requesting Fannin County employee.

The following documents should be attached to the request form:

- Original itemized hotel bill (reimbursement)
- Copy of form submitted for any reimbursement received from another source
- Copy of conference material containing agenda (including dates, times and any meals included) and list of hotels (host hotel and any overflow hotels)

When receiving advance travel checks, hotel receipt must be turned into auditor's office upon returning from the approved trip.

### **Reimbursable Expenses**

#### **Travel:**

For conferences, reimbursement for the use of private automobiles on authorized trips for County business outside of Fannin County will be allowed at the mileage rate of **45.0** cents per mile (rate per mile, subject to change by Commissioners Court), based on the mileage shown online by the **electronic mapping service Mapquest, [w.w.w.mapquest.com](http://www.mapquest.com). The number of miles traveled that are eligible for reimbursement may not exceed the shortest distance between the county employee's normal county office location and the final duty point.** While attending the conference, Intra-city mileage will not be reimbursed.

#### **Lodging:**

The maximum allowable reimbursable rate for attendance at an annual conference/meeting of the Texas Association of Counties, Conference of Urban Counties, or a statewide or regional association of any County official shall not exceed:

The regular room rate charge (as negotiated by the hosting association) for the hotel at which the conference is held; or

The regular room rate charge (as negotiated by the hosting association) for any designated "overflow/alternate" conference hotel/s.

The maximum allowable reimbursable amount for all other purposes (unless otherwise specifically designated by order of the Commissioners Court prior to the expense being incurred) shall not exceed \$125.00 per room per night.

Reimbursement will only be made for days of out-of-county meetings or other County business requiring overnight travel. An additional day will be reimbursed only if the distance of travel and time of a meeting or other County business makes it necessary to be out of County before or after the date of the meeting or other County business. Expenses incurred because an individual chooses to travel for personal reasons before or after a County business trip will not be reimbursed. Additionally, any additional costs incurred due to family members staying in the same room will not be reimbursed by the County.

Valet parking at the hotel will not be reimbursed unless there is no other type of parking available. A receipt is required for reimbursement.

Note: State and/or local taxes on hotel rooms in or out of Texas will be reimbursable in addition to the room rates designated above only to the extent that no governmental exemption is available and to the extent that the room rate does not exceed the Fannin County travel policy.

#### **Meals:**

The reimbursement for meals shall be \$6.00 per breakfast, \$9.00 per lunch, and \$15.00 per dinner, for those out of the County on any authorized trip. These are the maximum amounts you

can receive for each meal. If a meal is included as part of your registration fee, that meal will not be paid to you. To qualify for meal reimbursement, an approved overnight stay is required unless single day roundtrip travel exceeds 400 miles, may then receive lunch at \$9.00 per Diem.

Travel day meal per diems will be prorated as follows:

<u>Departure Times</u>	<u>Per Diem Allowed</u>
Prior to 7:00 am	\$30.00
7:00 am to 1:00 pm	\$24.00
1:00 pm to 7:00 pm	\$15.00
After 7:00 pm	\$ 0.00
<u>Return Times</u>	<u>Per Diem Allowed</u>
Prior to 7:00 am	\$ 0.00
7:00 am to 1:00 pm	\$ 6.00
1:00 pm to 7:00 pm	\$15.00
After 7:00 pm	\$30.00

Travel departure time is determined by the necessary travel time to arrive at Conference starting time. Expenses incurred because an individual chooses to travel for personal reasons before or after a County business trip will not be reimbursed.

Miscellaneous:

Other travel expenses will be allowed only if appropriate and adequately justified to the satisfaction of the Commissioners Court.

Exceptions to this policy:

The County Auditor's office will process all travel reimbursement requests according to this policy. Any reimbursement requested by the employee but not included in the reimbursement received should be presented to Commissioner's Court for approval as an exception. Once the exception is approved, the employee must re-submit for reimbursement and include proof of Commissioner's Court approval.

Approved Commissioners Court  
Revised by Commissioners Court

September 17, 2008  
December 28, 2009