

GILLESPIE COUNTY



Fredericksburg, Texas 78624

TRAVEL POLICY

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Responsibility

Statutes/Laws: Section 152.011 of the Texas Local Government Code gives the Commissioners Court the authority to set the amount of travel expenses allowable for county officials and employees who travel on official county business.

Policy Adoption: The following policy was adopted by the Gillespie County Commissioners Court on this the 26th day of September, 2011 and shall take effect on October 1, 2011. This policy takes the place of any previous county travel policy adopted by any previous County Commissioners Court.

Elected Officials/Department Heads/Employees: Elected Officials and Department Heads are expected to plan and budget for all County related travel expenses for themselves and their employees. It is the responsibility of the Elected Official/Department Head to see that all Travel Expense forms are properly completed and signed before being sent to the County Auditor's Office. It is the responsibility of the person traveling on official County business to keep all documentation and receipts/invoices of travel expenses.

Travel expense forms must be submitted to the County Auditor's Office no later than one (1) month after the last day of travel. Travel expense forms submitted after that date will not be accepted for processing.

All County reimbursed travel must be for OFFICIAL COUNTY BUSINESS ONLY.

Types of Travel

In County Business Travel: Several departments in the County require their employees to travel within the County on official County business. When a County employee uses a personal vehicle for this purpose, the employee may be reimbursed at the rate currently approved by Commissioners Court. Gillespie County follows State of Texas mileage reimbursement rates. Contact the County Auditor's Office for the current rate.

The County employee must request reimbursement by completing, in detail, the Local Transportation Expense Reimbursement Form and submitting it to the County Auditor's Office no later than one (1) month after the last day of travel.

Gillespie County does not reimburse fuel, maintenance, or other expenses to personal vehicles.

Out of County Business Travel – No Overnight Stay: Several departments in the County require their employees to travel outside of the County, but do not require an overnight stay. When a County employee uses a personal vehicle for this purpose, the employee may be reimbursed at the rate currently approved by Commissioners Court. Gillespie County follows State of Texas mileage reimbursement rates. Contact the County Auditor's Office for the current rate.

The County employee must request reimbursement by completing, in detail, the Travel Expense Form No. 1 and submitting it to the County Auditor's Office no later than one (1) month after the last day of travel.

Gillespie County does not reimburse for meals or any expenses to personal vehicles.

Out of County Business Travel – Overnight Stay Required: Several departments in the County require their employees to travel outside of the County and do require an overnight stay. Employees may be reimbursed for allowable travel expenses (See Pages 3-6).

The County employee must request reimbursement by submitting the appropriate Travel Expense Forms, along with all attached documentation, to the County Auditor's Office no later than one (1) month after the last day of travel.

Out of State Travel: On occasion, a department may have a need to send an employee out of state for official County business. This type of travel must be pre-approved by Commissioners Court. Any out of state travel not pre-approved by Commissioners Court will not be reimbursed unless first approved by Commissioners Court. To request reimbursement, the County employee

must submit the appropriate Travel Expense Forms, along with all receipts/invoices and documentation, to the County Auditor's Office no later than one (1) month after the last day of travel.

Travel Expenses

Lodging: Lodging is an allowable expense only when an overnight stay is required for County business. If the County employee uses a personal form of payment, the employee may be reimbursed. Allowable lodging fees include daily room charges and necessary hotel taxes. Gillespie County is not tax-exempt from hotel taxes. A finalized lodging statement must be submitted with the Travel Expense Forms.

Lodging is allowable for the traveling County employee only. Any other person/spouse lodging with the County employee shall pay for the difference between single and double occupancy rates, if any.

Depending on the beginning and ending time of the conference/seminar, Gillespie County will reimburse the traveling County employee for a maximum of one day lodging prior to the start of a conference/seminar and a maximum of one day lodging after the end of the conference/seminar. Travel requests for more than the day before or the day after the actual starting and ending date of the conference should include documentation to support the additional days. Events such as socials and recreational activities are not considered official County business.

Employees who have been issued County Procurement Cards are allowed to use them for payment of lodging. A copy of the lodging statement must be submitted with the monthly credit card statement and Travel Expense Form.

Mileage: Mileage is an allowable expense when a County employee uses a personal vehicle on official County business. Travel is only reimbursed for mileage to and from a conference, seminar, or meeting. Mileage used for travel away from the scheduled venue such as dining, shopping, or other personal non-official county business is not reimbursable. Fuel and other expenses to personal vehicles will not be reimbursed.

Mileage is reimbursed from place of business or home (if leaving from home) to the conference/seminar, and from the conference/seminar to the place of business or home (if returning to home), whichever is the shorter distance. Mileage used to calculate the reimbursement will be the mileage shown on a GPS map application such as Google Maps. The County employee should submit a copy of the map with the Travel Expense Form.

Employees are allowed to use County-owned vehicles for travel. Any necessary expenses to a County-owned vehicle, paid for personally by the employee, will be reimbursed as long as sufficient documentation is provided and Travel Expense Forms are submitted to the County Auditor's Office.

County vehicles are for official County business only and are not to be used for personal transportation needs, even when away from the County.

Employees who have been issued a County Procurement Card are allowed to use it for necessary fuel and vehicle maintenance/repairs for County-owned vehicles only. Receipts/invoices must be submitted with the monthly credit card statement and Travel Expense Form.

Parking: Only self-parking is an allowable expense if necessary for official County business. Self-parking may be reimbursed to the County employee if a personal form of payment is used. Other forms of parking, such as valet, are not reimbursable unless that is the only option. In that case, the expense will be reimbursed as long as the employee obtains official notification from the venue and submits such documentation to the County Auditor's Office with the Travel Expense Forms.

Employees who are issued a County Procurement Card are allowed to use them for self-parking only. County employees are responsible for the charges if they choose to use valet parking where self-parking is available, no exceptions. If an employee charges valet parking to a County Procurement Card, they will be responsible for reimbursing the County the difference between self-parking and valet parking or the difference will be deducted from the next Travel Expense Form submitted by the employee.

Conference Registration and Fees: These expenses are allowable if necessary for official County business. Employees may be reimbursed for conference registration and fees if a personal form of payment is used. Documentation must be submitted with the Travel Expense Form.

Employees who are issued County Procurement Cards are allowed to use them for conference registration and fees of the employee only. All documentation must be submitted with the monthly credit card statement and Travel Expense Form.

Registrations and fees for non-county employees, such as spouses, are not reimbursable. These are the responsibility of the employee.

Toll Fees: Toll fees are an allowable expense if they are necessary for official County business. Employees may be reimbursed toll fees if a personal form of payment is used. Documentation must be submitted with the Travel Expense Form.

Employees who are issued County Procurement Cards are allowed to use them for toll fees, if accepted. All documentation must be submitted with the monthly credit card statement and Travel Expense Form.

Telephone/Internet: Telephone/internet are allowable expenses if they are necessary for official County business while traveling. Employees may be reimbursed for telephone/internet expenses if a personal form of payment is used. Documentation must be submitted with the Travel Expense Form. Personal telephone/internet expenses will not be reimbursed.

Employees who receive a cell phone allowance are expected to use their cell phone while traveling on official County business.

Employees who are issued County Procurement Cards are allowed to use them for telephone/internet expenses if needed for official County business. If the employee uses the County Procurement Card for personal telephone/internet expenses, they will be responsible for reimbursing the County, or the amount charged will be deducted from the employee's Travel Expense reimbursement.

All documentation must be submitted with the monthly credit card statement and Travel Expense Form.

Airline/Bus/Train/Taxi/Rental Vehicle: Other means of transportation are allowable for official county business, if they are necessary and/or they are more cost effective to the County. Employees may be reimbursed if a personal form of payment is used. Documentation must be submitted with the Travel Expense Form.

Employees who are issued County Procurement Cards are allowed to use them for other means of transportation as mentioned above if necessary and/or they are more cost effective to the County. All documentation must be submitted with the monthly credit card statement and Travel Expense Form.

Meals: Meals are an allowable expense only under the per diem guidelines. See Per Diem Guidelines on Page 12 for more details.

Incidentals: Items such as movies, room service, in-room bar, spa, tips, alcoholic beverages, laundry or other incidental charges are not reimbursable. Employees are responsible for these charges. If the employee charges these items to a County Procurement Card, they will be responsible for reimbursing the County or the charges will be deducted from the next Travel Expense Form submitted by the employee.

Advance on Travel

Travel advances are not available for any employee who has been issued a County Procurement Card.

On occasion, a department may have a need to request a travel advance for an employee prior to travel. Travel advances are allowable for lodging charges (including all taxes), conference registration and fees, airline/bus/train/rental vehicle, and self-parking. It is the responsibility of the elected official or department head and employee to see that Travel Expense Form No. 2 is submitted to the County Auditor's Office within the time restrictions set out on the travel form. All documentation must be attached with the form to be

processed. Travel advances are not made payable to the employee. The employee may pick up the travel advance from the County Treasurer's Office before travel or it will be mailed direct to the vendor.

Upon return to the County, the employee must submit Travel Expense Form No. 1 to the County Auditor's Office. Refunds due the County are the responsibility of the employee, unless a refund was issued from the vendor direct to the County. Refunds due the employee will be processed in the next Commissioners Court, if submitted prior to the deadline. All documentation must be attached to the Travel Expense Forms.

Upon arrival to the conference/seminar, if the employee finds that the travel advance is not needed and other arrangements have been made, the employee shall be responsible for returning the travel advance to the County Treasurer's Office upon return to the County. If the travel advance is not returned, the employee will be subject to disciplinary action.

Prisoner Transportation

Prisoner expenses, such as meals, may be reimbursed to the transporting employee upon submitting Travel Expense Form No. 3 to the County Auditor's Office. For employee expenses during this type of travel, see Types of Travel on Pages 1-2 and Travel Expenses on Pages 3-6.

Agendas

Conference or training agendas/itineraries are required to be attached to Travel Expense Forms in order to be processed.

**GILLESPIE COUNTY, TEXAS
TRAVEL EXPENSE FORM NO. 1**

NO. 1

NO. 1

Person Submitting Report:	Department:
Purpose of Travel:	Destination:
Departure Date:	Departure Time:
Return Date:	Return Time:

MEALS AND LODGING EXPENSE SUMMARY

(attach receipts, excluding meal receipts)

Description of Expenditure	Month/Day	Month/Day	Month/Day	Month/Day	Month/Day	Month/Day	Month/Day	TOTALS
Breakfast-Per Diem								\$0.00
Lunch-Per Diem								\$0.00
Dinner-Per Diem								\$0.00
Lodging								\$0.00
Parking/Toll								\$0.00
Telephone								\$0.00
TOTAL:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

NOTE: If meal was provided by the conference/seminar, please write "PROVIDED" in the space designated for that meal.

TRAVEL, TRANSPORTATION AND OTHER EXPENSES (attach receipts)

Registrations	(Attach copy of registration form)			
Mileage	Number of miles	@	0.555 rate per mile	\$0.00
Airline, bus, train				
Other (describe):				
TOTAL:				\$0.00

TOTALS (ALLOWABLE COSTS)

Meals & Lodging Expenses Summary Total	\$0.00	
Travel, Transportation and Other Expense Total	\$0.00	\$0.00
Less Prior Payments or Advance		
Total Due Employee/(Due County)		\$0.00

CERTIFICATION

EMPLOYEE: "I certify that the Expenses as shown on this form are true and correct statements of expenses incurred by me while traveling on official county business and I have not received reimbursement from any other source."

OFFICIAL OR DEPARTMENT HEAD: "I certify that the above named employee received proper authorization for official county travel. I have examined the request for reimbursement and approve the same for payment."

Signature of Employee

Signature of Official/Department Head

GILLESPIE COUNTY, TEXAS

TRAVEL EXPENSE FORM NO. 2
ADVANCE ON TRAVEL EXPENSES

NO.
2

TRAVEL
ADVANCE

Person Submitting Report:		Department:	
Purpose of Travel:			
Destination:			
Departure Date:		Departure Time:	
Return Date:		Return Time:	
Make Check Payable To:			
Address:			

NOTE: In order to receive an advance on travel expenses, this form must be completed and submitted to the County Auditor no later than 12:00 noon four days prior to the next Commissioners Court meeting. Upon return to the County, Travel Form #1 must be completed and submitted to the County Auditor along with any refund due the County or added expenses incurred.

ESTIMATED LODGING EXPENSE								
Description of Expenditure	Month/Day	Month/Day	Month/Day	Month/Day	Month/Day	Month/Day	Month/Day	Total
Lodging								\$
Other (Describe)								\$
Total	\$	\$	\$	\$	\$	\$	\$	\$

TRAVEL, TRANSPORTATION AND OTHER EXPENSES	
Registrations	(Attach copy of registration form) \$
Airline, bus, train	(Attach invoice or copy of ticket) \$
Other (Describe)	\$
Total	\$

TOTALS	
Estimated Lodging Expense Total	\$
Travel, Transportation and Other Expense Total	\$
Total Request for Expense Advance	\$

CERTIFICATION

OFFICIAL OR DEPARTMENT HEAD: "The above named employee is hereby authorized to submit this advance travel expense form for the purposes stated hereon."

_____ Signature of Official or Department Head	_____ Date
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GILLESPIE COUNTY, TEXAS

TRAVEL EXPENSE FORM NO. 3

NO. 3

PRISONER

Person Submitting Report:	Department:
Name of Prisoner:	Case #:
Name of Prisoner:	Case #:
Name of Prisoner:	Case #:
Prisoner(s) Transported From:	To:
Departure Date:	Destination Date:

MEALS AND LODGING EXPENSE SUMMARY

(attach receipts, excluding meal receipts)

Description of Expenditure	Month/Day	Month/Day	Month/Day	Month/Day	Month/Day	Month/Day	Month/Day	TOTALS
Breakfast-Per Diem								
Lunch-Per Diem								
Dinner-Per Diem								
Lodging								
Parking/Toll								
Telephone								
TOTAL:								

TRAVEL, TRANSPORTATION AND OTHER EXPENSES (attach receipts)

Other Travel Expense (Explain & Attach Receipts)	
Airline, Bus, Train (Explain & Attach Receipts)	
Other Deputy Expense (Explain & Attach Receipts)	
Other Matron Expense (Explain & Attach Receipts)	
TOTAL:	

TOTALS (ALLOWABLE COSTS)

Meals & Lodging Expenses Summary Total	
Travel, Transportation and Other Expense Total	
Less Prior Payments:	
(Describe)	
Total Due Employee/(Due County)	

CERTIFICATION

EMPLOYEE: "I certify that the Expenses as shown on this form are true and correct statements of expenses incurred by me while traveling on official county business and I have not received reimbursement from any other source."

OFFICIAL OR DEPARTMENT HEAD: "I certify that the above named employee received proper authorization for official county travel. I have examined the request for reimbursement and approve the same for payment."

Signature of Employee

Signature of Official/Department Head

Per Diem Guidelines

(Requires an overnight stay)

The standard rate allowed by Gillespie County for meals is \$36.00 per day except for travel days. Per Diem for travel days will be determined by the following breakdown:

\$10 for breakfast

\$12 for lunch

\$14 for dinner

NO receipts are necessary.

The following criteria should be used in determining the amount of per diem on travel days:

Departure from hometown (home or office) to destination:

Depart hometown before 7:00 AM – receive full days per diem (\$36)

Depart hometown at 7:00 AM or after and before 1:00 PM – receive lunch and dinner (\$26)

Depart hometown at 1:00 PM or after – receive dinner only (\$14)

Departure from destination to hometown (home or office):

Return to hometown before 11:00 AM – receive breakfast only (\$10)

Return to hometown at 11:00 AM or after and before 6:00 PM – receive breakfast and lunch (\$22)

Return to hometown at 6:00 PM or after – receive full days per diem (\$36)

If meals are provided as part of a conference, the appropriate rate for the meal must be deducted from the daily per diem even if you choose not to eat those meals.

Gillespie County procurement/credit cards are **NOT** to be used for meal purchases.

General Definitions

Official County Business: Business in which County employees participate which is recognized by the Gillespie County Commissioners Court as being official business of the County

Travel Expense Form: The expense forms used to report all actual or estimated travel expenses for official county business to be submitted to the County Auditor's Office

County Procurement Card: Credit cards issued to officials, department heads, and employees to be used for purchasing supplies and services for official county business.

Employee: Any person employed by Gillespie County, including elected officials and department heads