

Resolution No. 1998-HCC-21

Approved Board of Commissioners - May 18, 1998 Amended November 19, 2001 (Effective 1-1-02)
Approved County Council – May 26, 1998 Amended November 27, 2001

(Amended Mileage and Lodging)

Approved Board of Commissioners – Amended February 21, 2005 (Effective 3-1-05)
Approved County Council – Amended February 22, 2005

(Amended Mileage)

BUSINESS TRAVEL PROCEDURE

The County will reimburse employees and officials for reasonable business travel expenses necessary for the conduct of county business based upon budgeted allocation. All employees must receive advance travel authorization from their elected official or department manager.

MILEAGE: Employees utilizing their personal vehicle for County business shall be reimbursed up to **\$.34 per mile**. Mileage will be paid from the place of work or home, which ever is the lesser amount. Travel from home to work and work to home is not considered reimbursable mileage. All claims for mileage shall be filed on a Mileage Claim, General Form 101

TRANSPORTATION: Whenever practicable, travel will be accomplished in an County vehicle or via common carrier. Employees are expected to limit travel expenses to reasonable and economical amounts. Air travel shall be reimbursable for coach class only. The expense of parking and or tolls, will be reimbursed based upon a supported receipt. The cost of renting a vehicle, excluding personal usage, shall be reimbursable if suitable local public transportation is not available or practicable. The least expensive practical vehicle shall be rented. Collision Damage Waiver (CDW), or Liability Damage Waver (LDW) insurance covering the rented vehicle is a reimbursable expense.

SUBSISTENCE: Employees may be reimbursed for meals including gratuity for travel up to a per meal rate of \$5.00 for breakfast, \$8.00 for lunch, and \$13.00 for dinner. However, there shall be no reimbursement for breakfast for a departure time of 6:00 a.m.. or after and no reimbursement for dinner for travel ending before 6:00 p.m. An employee receiving a meal(s) without charge shall not be entitled to reimbursement for such meal(s). An employee attending a "State Called" meeting shall be reimbursed an allowance based upon the State directive specific to such meeting. Receipts for meals are not required.

LODGING:

An employee may be reimbursed up to a single occupancy room rate of \$79.00 plus applicable tax per day. An employee attending a "State Called" meeting and lodges at the meeting hotel/motel site shall be reimbursed at 100% of the State meeting obtained room rate for single occupancy based upon a supported receipt. Employees of the same sex are encouraged to share a room when traveling to the same destination and reimbursement shall be at 100% of the double occupancy rate. Receipts must be submitted for lodging expenses.

RETURN OF FUGITIVE:

A travel expense advance will be issued based upon an authorized claim form. All reasonable travel expenses will be paid at the rate listed on supported receipts. Completed travel expense reports and receipts for all related expenses must be submitted to the Auditor's Office within thirty (30) days after travel.

CLAIM FILING:

Employees must submit, to the Auditor's Office, completed Howard County Government Travel Expense Report Form, standard properly itemized receipts, and a Mileage Claim -General Form 101 (applicable to mileage expenses) for all individual expenses within thirty (30) days after travel.

GENERAL: With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved, non-business and family related expenses are the responsibility of the employee. Abuse of this business travel expense policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action up to and including termination of employment. Employee pay for travel time shall be determined according to applicable provisions of the Fair Labor Standards Act.