

County of Cumberland Board of Chosen Freeholders	Policy Number: 5.09	Pages: 1 of 5
Chapter: Miscellaneous	Effective Date: August 14, 2008 Supersedes policy dated 6/22/1995	
Subject: Travel		

I. POLICY:

Cumberland County Government shall provide for reimbursement of an employee's travel expenses when properly approved and financial resources are available. The policy shall provide for a balance between travel for official business and cost containment. It is the County's intention that employees away from home on County business may travel in reasonable comfort and as safely as possible. In no instances will the County advance money for travel unless approved by freeholder resolution as required by law. Arrangements must be made utilizing purchase order (s) or cost incurred are to be reimbursed. Reimbursement will be made for employee costs only. This policy applies to all employees regardless of funding source.

II. DEFINITIONS:

A. Allowable Expenses:

Those which are necessary in transacting the official business of the County. Only those expenses which are incidental to the usual comforts of a traveler will be reimbursed. Expenses for laundry, entertainment, valet service or the like will not be reimbursed.

B. Transportation:

Includes all necessary official travel on railroads, airlines, buses, taxis and/or rental cars.

C. Training:

Includes conferences, seminars, workshops, conventions or any other formal session whether residential or not, that is provided to meet educational needs.

III. PROCEDURE:

A. Department heads shall:

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1. Include anticipated travel needs in their annual budget request.
2. Approve employee travel after the budget request is approved by the County Finance Department.
3. Ensure that employees are informed about the County travel policy and procedures.
4. Maintain appropriate records for accounting for such expenses.

B. Transportation:

1. When available, use of a county owned vehicle shall be the first means of ground transportation.
2. Travel to points outside the state must be made by the most cost efficient method available. Documentation supporting alternative modes of transportation are to be submitted prior to trip.
3. All travel must be by the most direct, economical and usually traveled route. Any extra cost incurred by indirect travel for personal convenience will be borne by the employee.
4. Mileage allowance will be provided when an employee is required to use his/her personal vehicle. (see policy #5.03 and/or the pertinent CBA)

2. Air Travel:

- a. Reimbursement for cost incurred due to excess baggage/extraneous services will be the responsibility of the employee.
- b. Employees shall use the least expensive coach fare.
- c. Requests to use specific air carriers that would result in higher costs will not be permitted.

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3. Taxi Service:

Necessary taxicab charges are permitted, however, travel to and from airports and downtown areas should be accomplished by regularly scheduled limousine service when less costly than a taxi service. Please note the use of an airport limousine service from your home to the airport and from the airport to your home is not allowed.

4. Rail:

Rail travel is permitted when financially prudent. However, should a special request for rail service be made that is not the least costly means, permission may be granted with the employee bearing the difference in cost.

C. Hotel Accommodations:

1. No overnight travel is permitted within a 100 mile radius unless pre-approved.
2. Generally speaking, hotel accommodations described in the conference registration forms are reimbursable expenses. However, if the room charge includes an extra charge for a spouse then that charge shall be at the expense of the employee.
3. If hotel accommodations are not included/provided by the conference or if a hotel room is needed for some other reason, the employee shall stay at one of the County's corporate hotels. If the employee chooses not to stay at one of the corporate/preferred hotels, the cost reimbursement to the employee will not exceed the room rate that the County would have paid at the corporate/preferred hotel.

D. Meals:

The maximum reimbursement rates for meals including tip and taxes are as follows:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00

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1. When a meal is an integral part of a convention or conference proceeding the full cost of the meal is reimbursable.
2. If a meal is included in the registration fee the allowance for that meal is not eligible for reimbursement.
3. No allowance is made for meals served as part of transportation accommodations when the cost is included in the transportation charge.
4. Reimbursement for meals requires original itemized paid receipts. Employees will be paid for the actual cost of the meal plus taxes and tip (20% maximum) up to the maximum meal allowance.
5. Reimbursement for off-site meals is allowed when meals are part of the working arrangements of the particular employment location unless said meal cost is paid as part of a conference or training class fee.
6. Breakfast is allowed when an employee, whose regular workday begins between the hours of 6:00 a.m. and 8:30 a.m. starts work two or more hours before the employees normal starting time.

E. Telephone:

Business phone calls made during a trip are reimbursable however, personal phone calls are not reimbursable.

F. Non-Reimbursable Expenses:

1. Barber, beauty parlor, shoe shine
2. Insurance on personal property
3. Shows, sporting events, health club costs
4. Costs involved in making circuitous side trip for personal convenience
5. Fines for parking tickets or traffic violations
6. Loss of personal property, clothing, jewelry, etc.
7. Loss or theft of cash advance money or personal funds

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8. Travel/commuting to or from normal work location
 9. Purchase of clothing, toiletries, magazines, newspapers and similar items for personal use
 10. Travel insurance
 11. Maintenance or repair of personal property
 12. Reimbursement will not be made for unnecessary or excessive expenditures: i.e. GPS systems in rental cars, first class upgrades on flights, gum, snacks, coffee purchase during local travel.
 13. Charges for alcoholic beverages.
- G. Reimbursement: At the close of the year, all travel and mileage vouchers must be submitted since expenses cannot be carried forward into the next fiscal year. Travel reimbursement requests, which are not submitted or encumbered in a timely manner as to be processed by the close of the year, will not be payable under the “prior year liability” and will not be paid. It is the responsibility of the employee and the department head to ensure that funds are encumbered in an estimated purchase order for travel and meal reimbursements late in the fiscal year.
- H. When submitting a reimbursement request for expenses related to a training conference, you must include a copy of your conference registration form and brochure. Failure to include this information will delay the processing of your reimbursement.