

POLICY #49

TRAVEL REIMBURSEMENT

DATE ADOPTED: 10/24/2016
MINUTE BOOK: 40 PAGE 84
REVISION DATE: 4/14/14

County employees are authorized to receive reimbursement for county-related travel expenses incurred when traveling outside Houston County. Reimbursable expenses include:

- Mileage reimbursement for use of personal vehicle. The county will reimburse at the same rate as established by the State of Alabama.
- Hotel Expense
- Meal Expense. Tips should not exceed normal local custom and in no case should tips exceed 20% of the meal cost.
- Gasoline purchased for county vehicles.
- Parking expense
- Transportation cost other than mileage
- Miscellaneous incidental non personal expense

In order to be reimbursed for travel expense all employees must complete a county Expense Report Form, obtain an authorizing signature from their Department Head and submit the Expense Report Form to the Accounting Department.

All submitted expenses must have a detailed itemized list, including an itemized list for food purchases, supporting the expenses submitted for reimbursement.

The cost of alcohol purchases will not be reimbursed by the county.

Departmental annual travel expense cannot exceed the department's budgeted annual travel expense as approved by the Houston County Commission.

The county will provide a cash travel advance upon request. If an employee receives a travel advance he/she must submit the required signed Expense Report Form within 14 days after the expense is incurred. The expense report must indicate the travel advance amount and must include a detailed itemized list of all expenses. If the travel advance exceeds the travel expenses, the employee must return to the county the excess cash advance portion at the time the expense report is submitted.