

# **Antrim County Travel Policy**

Revised: July 20, 2022

Adopted: November 8, 2018

Replaces: Policy 1992-9, Resolution #20-03, Travel Policy Amendment 11-8-01

## **Purpose**

The purpose of this policy is to provide written travel regulations for County employees and elected officials to ensure that reimbursement is for actual and necessary travel and other expenses incurred while on official County business.

## **Protocol**

On occasion, employees may be required to travel on County business or attend professional development and training functions as a part of the job. Employees must always be mindful that they are stewards of the public's trust and resources. Work-related travel must never be abused. When traveling on County business, including professional development, employees must demonstrate respect for the public's trust and prudence with their resources.

## **General**

Expenses related to professional conferences, seminars, technical meetings, trainings, or other professional development functions may be paid by the County or reimbursed to the employee if the expense has been adopted in the budget. If federal or state grant funds are being used to travel expenses, guidelines specific to the applicable grant should be reviewed before expenses are incurred.

Budget line item for travel shall be managed by the department head/elected official once the total travel budget has been approved.

Every department head or elected official shall be held accountable for the management of the funds in the travel budget. If additional funds are required and budget amendment is necessary, the matter must be presented to the Board of Commissioners.

## **Submission of Travel Vouchers**

All travel vouchers must be completed and must have all receipts attached and signed by the employee, voucher must be approved by the Department Head or the Elected Official and must include the General Ledger Budget Line Item in which the voucher is to be paid from.

**All travel vouchers should be submitted on a timely basis, e.g. quarterly.**

The County Clerk or designee (Accounts Payable) is authorized to eliminate items from any submitted travel voucher when any charges are identified clearly that violates the provisions of this policy. The County Clerk or designee (Accounts Payable) will consult the appropriate Department Head or Elected Official for clarification if a violation is identified. The County Clerk or designee (Accounts Payable) will consult with an Elected Official if their travel voucher contains any questionable items. If the County Clerk or designee (Accounts Payable) is unable to agree the voucher item in question will then be directed to the County Administrator.

## **Transportation Expenses**

Employees of Antrim County shall be required as part of the hiring process to complete a form that authorizes the County to check their driving record. Each department head is responsible for making sure the forms are completed and signed by all individuals driving an Antrim County vehicle or collecting reimbursement for driving their private vehicle on behalf of their department.

### **Mileage:**

The County business mileage reimbursement rate will correspond with the standards set by the Internal Revenue Service (IRS).

An individual cannot claim mileage from their home to the first stop of the day (whether it be the office or their first inspection, a home visit, etc.), nor from the last stop of the day to their home. However, if the distance to the first stop from the employee's home is greater than the distance between their home and the office, the employee may claim mileage reimbursement for the difference. If the distance from the last stop to the employee's home is greater than the distance between the office and their home the employee may claim mileage reimbursement for the difference. This section does not apply to members of the Board of Commissioners.

### **Use of Personal Vehicle:**

Official travel by privately-owned vehicles shall be reimbursed at the approved rate. Employees traveling on official County business using a personally owned vehicle must ensure that they are properly licensed and are adequately protected by automobile insurance including personal liability and property damage coverage, as the County does not provide coverage for employee-owned vehicles.

### **Toll and parking fees:**

Toll and parking fees shall be reimbursed provided proper receipts are submitted.

### **Miscellaneous:**

It is recommended, but not required that when more than one person attending the same function should utilize the same vehicle.

All expenses must be documented using a signed, properly completed expense form.

### **Out of State Travel:**

Any travel outside the state must be approved by the Board of Commissioners or designee at budget time or prior to the travel. Travel, outside the state, utilizing privately owned vehicles shall not exceed the cost of travel using a common carrier. Travel time beyond the time required to travel via common carrier shall be charged to vacation time or taken without pay. Whenever traveling by privately owned vehicle, where travel by common carrier was possible, the person traveling shall submit cost comparison to support any claim made for reimbursement.

Exceptions would include Sheriff Department emergencies, prisoner transport, and other unusual situations.

**Rental Car Usage:**

Employees may rent a vehicle for County travel when deemed necessary and cost efficient. Prior approval from department head or elected official is required. The employee must read and comply with the terms of the rental car contract. The cost of optional rental car insurance is not reimbursable. The employee should waive the rental company's loss/damage supplemental liability and/or personal accident insurance. It duplicates coverage already carried by the County.

**Meals**

Reimbursement for meals shall be made upon presentation of receipt for anyone on official County business within or outside of the County. Reimbursement will be for the actual amount of the receipt and shall not exceed the schedule amount. Every two (2) years rates will be adjusted using an average of these communities: Ann Arbor, Benton Harbor/St. Joseph/Stevensville, Detroit, Lansing/East Lansing, Grand Rapids, Holland, Kalamazoo/ Battle Creek, Mackinac Island, Midland, Traverse City. Maximum gratuity of 18% is payable in addition to meal schedule.

Breakfast	\$ 16.00
Lunch	\$ 20.00
Dinner	\$ 29.00

Meal reimbursement shall not include alcoholic beverages. Meal reimbursement shall not include "entertaining" other members of a group, i.e. picking up the tab for someone other than the individual requesting personal reimbursement.

When a meal is a part of a conference, seminar or meeting, but the meal is not included in the initial registration fee, the meal will be reimbursed at the conference/seminar or meeting rate, pending proof of payment and conference meal rate attached to voucher of the employee or Elected Official.

For the purpose of meal reimbursement in relation to "Official County Business" within the County, Official County Business shall be defined as:

Meals during a Conference, Seminar or Workshop at a facility within the County.

Meeting with another county or an agency during a meal time, specifically scheduled to discuss business related to county interest.

**Lodging****Accommodations:**

Employees should stay in a standard room and should not utilize upgraded accommodations unless it is complimentary. Any additional cost relative to room upgrades will be borne by the employee unless no other option is available. If no other options is available, documentation from the lodging facility will be required in order for the expense to be reimbursable. Lodging receipts are required for reimbursement. The County is a tax exempt entity. As such, a tax exempt form should be used at time of check-in.

## **Conference Fees**

### **Registration:**

The employee shall submit a prepay voucher for conference and training registrations and payment will be sent to the conference coordinator as specified via registration instructions. The County credit card shall be signed out to make room reservations and the confirmation documentation and credit card shall be returned to the County Clerk.