

CUMBERLAND COUNTY

HR -- 701

HUMAN RESOURCES POLICY () Proposed (X) Final	Section MISCELLANEOUS
Effective Date October 1, 2005	Subject Travel Reimbursement

DISCLAIMER: This manual is a reference source for Cumberland County Human Resources policies, which are subject to change at any time and for any reason. The policies are not intended to create a contractual relationship between the County and any of its employees.

GENERAL

POLICY: Cumberland County recognizes the need for employees to travel on County business and will reimburse reasonable travel and meal expenses that are incurred in accordance with this policy.

DEFINITIONS: Business Purpose – For the purpose of this policy, business purpose is defined as:

1. Focuses on conducting the business of Cumberland County;
2. Not sponsored by Cumberland County (not paid for or coordinated by the County) ;
3. Planned in advance;
4. May include people who are not employed by Cumberland County; and
5. Approved by the department head

ELIGIBLE

EMPLOYEES: All County employees who are required to travel on County business may be eligible for reimbursement of travel expenses as defined within this policy.

ELIGIBLE**CAR**

EXPENSES: Mileage -- Cumberland County will reimburse employees \$.40 per mile for the use of their personal cars for approved business travel, effective October 1, 2005.

Automobile Insurance – The County may provide reimbursement of \$125.00 annually for the cost of automobile insurance in excess of personal coverage to cover the required use of a privately owned vehicle for County business. To be eligible for County reimbursement for business coverage, the employee must provide the following to Human Resources for approval by the Board of Commissioners:

1. Proof of required use; and
2. Proof of necessary coverage
 - a. Minimum automobile liability of \$300,000 per accident;
 - b. Basic first party benefits; and
 - c. Uninsured/ Under Insured motorist coverage of \$35,000

ELIGIBLE**TRANSPORTATION****EXPENSES:**

Rental cars, airfare or train tickets must be warranted and approved in advance by the employee's supervisor.

Tolls, parking and taxis (when necessary) may be eligible for reimbursement if approved.

County employees are required to take advantage of the most economical and practical transportation available.

**ELIGIBLE
MEAL
EXPENSES:**

County employees are eligible for reimbursement for the reasonable expense of meals only under the following circumstances:

1. Meal expenses incurred during overnight travel on County business which is approved in advance;
2. Meal expenses incurred when the employee travels on County business more than 75 miles from the office **and** works more than 2 hours past scheduled quitting time while conducting County business;
3. Meals that have a defined **business purpose** as described above and meet the following requirements:
 - a. The performance of County business must be an integral part of the meeting;
 - b. Are served in the same establishment that hosts the meeting; and
 - c. Are to discuss business.
4. Meal expenses for clients incurred in the course of an employee's official duties, when the expenditure is necessary in order for the employee to conduct County business.
5. The documentation for all meals submitted for reimbursement must contain the names of all participants to the meal and the nature of the County business conducted. This information is to be provided in the REMARKS section of the Weekly Expense Voucher.

The County will not reimburse:

1. Substitute meals when meals are included in the registration fee for a conference or training session;
2. Meals provided by a transportation carrier; and
3. The cost of alcoholic beverages.

The maximum meal reimbursement for overnight travel is \$28.00. Eligible meal reimbursement maximums not involving overnight travel are as follows:

Breakfast	\$5.00
Lunch	\$8.00
Dinner	\$15.00

None of the above rates are per diem rates. The employee must provide receipts for charges and may be reimbursed up to the maximum rates.

NOTE: If an employee is traveling overnight to a "high cost" area (Pittsburgh, Philadelphia, Washington, New York City) he must obtain pre-approval from the department's senior management to exceed the per diem rate.

**ELIGIBLE
LODGING
EXPENSES:**

Any overnight travel by a County employee that is not related to a conference or seminar must be in the course of conducting County business and must be approved in advance by the employee's department's senior management. Employees who request to stay overnight at a location within 75 miles of their home or office while conducting County business must receive

prior approval from the Chief Clerk.

Employees are required to use standard, reasonably priced accommodations. Government rates shall be used when available and tax exemption certificates are to be used wherever feasible.

Package accommodations that include lodging with conferences or training shall be used when available.

When an employee's spouse accompanies the employee, lodging reimbursement will be at the single room rate. The employee is required to reimburse the County for any payment the County has made for a room that is more expensive than the single rate.

OTHER TRAVEL

EXPENSES: Tips for porters, maids, waiters and taxi cab drivers up to a maximum of 15% are reimbursable.

If a County employee is required to travel overnight on County business, the County will reimburse the cost of all business telephone calls as well as one personal telephone call per day.

REQUEST FOR PAYMENT:

Conferences, seminars and meetings costing \$250 or more require that copies of the appropriate approval forms be authorized by the Commissioners' Office. This includes payments for registration and lodging. Conferences, etc. under \$250 will not require Purchase Orders but do require that the appropriate approval forms are authorized by the department head and copies should be submitted to the Controller's Office with a completed Check Request form. However, if a department will be incurring expense greater than \$750 for a one day conference, (e.g., four people attending at \$200, or \$800) advance approval from the Commissioners' Office and a Purchase Order will be required. Both forms must be submitted to the Controller's Office with the Check Request.

After the travel, the employee must complete and submit a Convention/ Conference Evaluation Form to the Director of Human Resources and a Weekly Expense Voucher to the department head for approval. Original detailed receipts must be attached to the Weekly Expense Voucher for all reimbursable expenses. Credit card receipts are not acceptable.

Overnight Travel and Daily Travel – The employee must complete a Weekly Expense Voucher and submit it to the department head for approval. Original receipts must be attached to the Weekly Expense Voucher for all reimbursable expenses.

EXCEPTION: The Office of the Sheriff is covered by the Sheriff Fee Act of Pennsylvania and the Deputy Sheriff Education and Training Act, which supersede this policy.

DISCIPLINARY

ACTION: Failure to comply with the Cumberland County Travel Reimbursement policy may result in disciplinary action, up to and including termination of employment.

Providing misleading information about reimbursable expenses for personal gain may result in immediate termination of employment.

QUESTIONS: Any questions about this policy may be directed to the Director of Human Resources or the Controller.