

Category: 300
Number: 351

Subject: **TRAVEL**

1. **PURPOSE:** The purpose of this policy is to establish guidelines to reimburse Saginaw County officials and employees for travel expenses incurred as a result of their official duties at rates established by the Board of Commissioners and in accordance with the specific provisions enumerated herein.
2. **AUTHORITY:** The Saginaw County Board of Commissioners.
3. **APPLICATION:** The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy # 301.
4. **RESPONSIBILITY:** The Board of Commissioners shall be responsible for the implementation of this policy. The Controller/CAO shall be responsible for the administration of this policy.
5. **DEFINITIONS:** NONE
6. **POLICY:**
 - 6.1 **Mileage.** Mileage will be paid at the rate established by the Board of Commissioners to those officials and employees required to use their privately owned vehicle in conducting County business.
 - 6.1.1 When traveling to out-of-county activities transportation must be shared whenever possible. Economical use of County funds has priority over personal convenience or preference.
 - 6.1.2 All mileage shall be computed from the normal work location to the destination point and return except in the following situations:
 - 6.1.2.1 Mileage will be computed from residence to destination if actual departure is from the residence and if the distance is less than the distance from work location to destination.
 - 6.1.2.2 If the distance is greater from the residence, the employee may still leave from there, but mileage will be calculated from the work location to destination.
 - 6.1.2.3 Under no circumstances is mileage allowed between residence and normal work location.

6.1.3 Reimbursement for authorized auto travel out-of-state shall be at the prevailing mileage rate. Reimbursement for such auto travel shall never be for more than the commercial air carrier coach rate to the same destination.

6.2 Meals. A per diem meal allowance will be made using the Internal Revenue Service approved rate or the rate approved by the State of Michigan, whichever is less under the conditions enumerated below.

6.2.1 Official travel, which takes the individual outside the boundaries of Saginaw County during the entire mealtime hours, will render eligibility for a per diem meal allowance, based on when the employee was required to leave and return.

6.2.2 Mealtime is defined as follows:

	<u>Per Diem</u>
Breakfast:	6:00 am to 8:30 am
Lunch:	11:00 am to 1:30 pm
Dinner:	4:30 pm to 7:00 pm

6.3 Accommodations. Reimbursement may be made for actual expenditures for overnight accommodations subject to the following restrictions and limitations:

6.3.1 If the destination is more than 150 miles from the normal work location, and if the individual must be at the destination at or before 9:00 a.m., travel may commence after lunch on the day preceding.

6.3.2 If official business terminates after 5:00 p.m. and the location is more than 150 miles from the normal work location, the employee may remain overnight and commence travel the following morning.

6.3.3 If the temporary work location is more than 50 miles from the normal work location and the duration is more than one day, the nights between such work days may be spent in the immediate vicinity and reimbursement claimed for cost of lodging at established rates.

6.3.4 Reimbursement for out-of-state travel is limited to the cost of a single room at prevailing rates for accommodations normally used in business; however:

- 6.3.4.1 Double accommodation may be utilized when appropriate.
 - 6.3.4.2 If a "double" is shared with a County Employee, each may claim reimbursement for one-half (1/2) the rate.
 - 6.3.4.3 If the cost of a "double" is shared with a non-county employee, reimbursement may be claimed for the actual expenditure or an amount equal to the rate for a single occupancy accommodation, whichever is less.
- 6.3.5 Baggage claims/charges. Air travel baggage claims or baggage charges while traveling on County business shall be limited to a maximum of two (2) items per round trip (one going to and one returning from destination – standard airline size and weight limits). Expenses for baggage claims or baggage charges while at a destination are not reimbursable.
- 6.3.6 Internet access/service charges are never reimbursable.
- 6.4 Budget for Travel Related Expenses. Expenses associated with attendance at meetings, conferences, and seminars shall be requested by the Department Head during the preparation of the annual budget. Routine mileage allowance associated with day-to-day business within the County will be a separate line item.
- 6.4.1 Department Heads are allowed to attend their national and state professional conferences or conventions, provided it is within the travel budget and has been approved by the Controller. Employee expenses to be reimbursed for out-of-state travel shall be in proportion to the cost/benefit of the conference to be attended and shall require Department Head recommendation and submission of a request to the Controller as applicable on an approved form.
 - 6.4.2 Travel within the State requiring overnight stay will be allowed subject to approval of the Department Head and to availability of funds within the department budget. No additional funds will be transferred to the travel account after adoption of the budget, unless approved by the Controller.
 - 6.4.3 Travel within the State of Michigan for the purpose of transacting County business, i.e., meeting with State Officials or to discuss common concerns with other governmental officials will be allowed subject to approval of the responsible Department Head and if no overnight stay is required.
- 6.5 Violation of Policy. If there is any infraction of Section 6.4 of this policy requiring prior authorization for travel, no reimbursement of expenses will be allowed.

Should the departmental credit card be used in violation of this policy, it will be terminated.

- 6.6 Preparation of the Travel Expense Voucher. Separate columns are provided for breakfast, lunch, and dinner instead of combining all meals for the entire day. In order for the voucher to be processed corresponding claim vouchers must be entered into the Financial Management System. Unless there are exceptional circumstances, vouchers shall cover no more than one-month's expenses.
 - 6.7 Use of County Vehicles. Employees using County vehicles to commute to and from work shall not use the vehicle for personal purposes. Any deviation from this policy must be approved by the County Services Committee of the Board of Commissioners.
 - 6.8 No advance payment of anticipated expenses. Payment to employees, elected officials, department or agency personnel employed by (or conducting business with) Saginaw County for travel, meals, lodging or attendance at events, will not be advanced prior to the event in question.
 - 6.9 Tips are never reimbursable.
7. ADMINISTRATIVE PROCEDURES: NONE
8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:
Saginaw County Controller/CAO

Approved as to Legal Content:
Saginaw County Civil Counsel

ADOPTED: April 23, 2002

AMENDED: November 17, 2009; October 19, 2010; November 16, 2010; January 18, 2011