


CHAPTER Human Resources	CHAPTER 05	SECTION 002	SUBJECT 20
SECTION Training and Travel		DESCRIPTION Travel Reimbursement	
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APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input checked="" type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input type="checkbox"/> Independent Contractors	<input type="checkbox"/> Students	<input type="checkbox"/> Interns
<input type="checkbox"/> Volunteers	<input type="checkbox"/> Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) administration assures uniformity, equity and audit control in travel reimbursement for staff.

STANDARDS:

- A. Employees provide their own transportation to and from the worksite on a normal workday. If the employee chooses to leave the premises for lunch and/or dinner, the travel is the responsibility of the employee.
- B. When an employee is required to return to the worksite following their normal workday, the employee is reimbursed for the travel in both directions at the prevailing rate of reimbursement as set by the Lapeer County Board of Commissioners.
- C. Meals, parking and other out-of-pocket expenses are reimbursed only when accompanied by original and itemized receipt.

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1. Meal expenses are reimbursed only if they are incurred outside of Lapeer County during an overnight conference/training.
2. Meal expenses are reimbursed to the amount specified in county policy. Alcohol and tips are not reimbursed.

D. Employees may use Map Quest, Google Maps, or another site to estimate the anticipated mileage from LCCMH to the destination when completing a conference leave request form. When completing the travel reimbursement request, the actual mileage (which may be higher or lower than listed on the conference leave request) is used.

PROCEDURES:

- A. By the last business day of each month, each employee who has travel expenses completes a "County Travel Expense Voucher" for the preceding month, listing only the activity from the beginning to the end of the month.
 1. Travel vouchers for out-of-town conferences, especially where the employee may have charged the cost of the hotel room to a personal credit card, may, in some instances, be submitted prior to the end of the next month.
 2. Travel expenses submitted for reimbursement later than one month beyond the end of the fiscal year in which the expense was incurred are not reimbursed.
- B. The employee states the purpose of the trip in the "Nature of Official Business" section. The employee calculates their total daily travel expenses in the travel, housing, meals and other columns. The employee totals the voucher, checks the figures, and attaches the original and itemized receipts for all expenses claimed for reimbursement.
- C. Vouchers are reviewed and checked by the employee's supervisor or designee. The supervisor can ask for additional information or, if necessary, may reject the claim. The supervisor signs the travel voucher as evidence of their completed review.

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- D. The Chief Executive Officer (CEO) reviews and approves the voucher by signing the voucher forms. Rejected vouchers are returned to the employee with a notation stating the reason for the rejection.
- E. The County Finance Department reviews and approves the voucher by signing the voucher forms. Vouchers can be subject to denial if they are not submitted within 30 days of the month the expenses were incurred.
- F. LCCMH Board members' reimbursement requests do not need to be submitted to the CEO in advance, but are reviewed by the CEO during the regular audit process.
- G. A list of Accounts Payable checks is e-mailed to the LCCMH Board for review on a bi-weekly basis. A detailed list of expenditures is approved by the LCCMH Board at the monthly board meeting. The LCCMH expenditures are subsequently approved by the Lapeer County Board of Commissioners and processed into checks under the supervision of the County Finance Officer.

EM:lr

This policy supersedes
#07/00035 dated 07/31/2000.
