


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 will assure uniformity, equity and audit control in travel reimbursement for staff.

STANDARDS:

- A. Employees will 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 will be the responsibility of the employee.
- B. When an employee is required to return to the worksite following their normal workday, the employee will be 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 will be reimbursed only when accompanied by original receipt.

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

PROCEDURES:

- A. When an employee is completing a conference leave request form, Map Quest and/or Google Maps, etc. may be used as a guide for determining the distance from LCCMH to the destination in order to calculate the anticipated mileage expense. However, when completing the travel reimbursement request, the actual mileage (which may be higher or lower than listed on the original conference leave request) will be used.
- B. On the first of each month, each employee who has travel expenses will complete 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 month.
 2. In no event shall travel expenses be submitted for reimbursement later than one month beyond the end of the fiscal year in which the expense was incurred. Expenses submitted beyond that date will not be reimbursed.
- C. The employee will state the purpose of the trip in the "Nature of Official Business" section. The employee will also calculate their total daily travel expenses in the travel, housing, meals and other columns. The employee will then total the voucher, check the figures, and attach the original receipts for all expenses claimed for reimbursement.
- D. Vouchers will be reviewed and checked by the employee's supervisor or the supervisor's designee. This review will be used to address management concerns such as unusual patterns and unreasonable amounts being claimed. The supervisor always has the option of asking for additional information or, if

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necessary, may reject the claim. The supervisor will sign the travel voucher as evidence of their completed review.

- E. The Chief Executive Officer (CEO) will review and approve the voucher by signing the voucher forms. Disapproved vouchers will be returned to the employee with a notation stating the reason for the rejection.
- F. LCCMH Board member's reimbursement requests do not need to be submitted to the CEO in advance, but will be 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.

AM:lr

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

**COUNTY OF LAPEER and LAPEER COUNTY COURTS
PERSONNEL AND OPERATIONS POLICY MANUAL**

Policy Subject: **TRAINING REGISTRATION / OVERNIGHT TRAVEL**

Authorized by Board of Commissioners: Motion #272-17 Date: 8/31/2017

Authorized or Revised by Chief Judge: Date: 3/04/2008

Amended: Motions #362-96, #191-00; #244-00; #245-00; #247-00, 520-02, #31-08; #68-08
#196-08, #272-17

This policy supersedes all other previous policies regarding this topic.

STATEMENT OF POLICY

All overnight travel by employees and appointed officials must be reviewed in advance by submitting a *Training Registration/Overnight Travel Request* (hereafter referred to as *TR/O Travel Request*) for approval by the County Controller / Administrator and possible review by the Board of Commissioners at least fifteen days prior to the travel date. In order for reimbursement, elected officials must submit a *TR/O Travel Request*.

When travel has been approved, employees are responsible for making their own travel arrangements as directed by their Department Head. Travel related expenses shall be authorized in accordance with the approved Lapeer County Schedule of Travel Rates. Expenses must be listed on a *Travel Expense Voucher (GC-6)*, with receipts for lodging, meals, transportation and other travel/meeting related expenses attached, and submitted through the audit procedure to the Finance Department within 30 days following conclusion of travel, with the understanding that if the expenses are not submitted within the 30-day period, the request for payment shall be submitted to the Board of Commissioners for their consideration and approval.

Rides shall be shared except by prior approval of the Department Head, and the sharing of overnight accommodations is strongly encouraged whenever possible. Transportation will be reimbursed according to the most reasonable, economical mode of travel. Expenses for alcoholic beverages and tips are not reimbursable. Any employee who is involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by Lapeer County may not be used for personal use.

If an employee in travel status is accompanied by a family member or friend, the presence of the companion shall not interfere with successful completion of County business. All costs related to companion's travel are the responsibility of the employee. If conference time is combined with personal or vacation time, such non-business travel expenses are the responsibility of the employee.

Abuse of this Travel Policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

SINGLE DAY TRAINING/MEETINGS

For a non-overnight training/meeting (leaving and returning to the County within the same 24 hour period), the Department Head shall review and approve the request, keeping a log of any employees that have been authorized to leave the County on County business. No *TR/O Travel Request Form* need be submitted to the County Administration Office. If seeking registration or mileage reimbursement (for use of personal car), the *Travel Expense Voucher (GC-6)* shall include a statement that this was a single day event, approved by the Department Head.

OVERNIGHT TRAVEL

For all in-state and out-of-state overnight travel a completed Lapeer County *TR/O Travel Request Form* must be submitted to the County Administration Office for review by the County Controller / Administrator. The conference/seminar brochure that contains the related expenses must be attached to the *TR/O Travel Request Form*. *TR/O Travel Requests Forms* are available in the Administration Office.

- 1) All applicable sections on the *Travel Request Form* must be completed, including account numbers that will be used to cover all expenses. Expenses shall be authorized in accordance with the approved *Lapeer County Schedule of Travel Rates*.
- 2) All *TR/O Travel Request Forms* must be submitted to the County Administration Office at least 15 days prior to the travel date, unless there are extenuating circumstances. Following review, the County Administration Office will forward the *TR/O* to the Accounts payable Department to be matched with subsequent vouchers. Vouchers will not be processed by the Accounts Payable Department without a copy of the reviewed *TR/O*.

TRAVEL EXPENSES

1. Travel expenses shall be authorized according to the limits as established in the *Lapeer County Schedule of Travel Rates*.
2. A completed *Travel Expense Voucher (GC-6)*, including all receipts, must be submitted to the Audit Committee/Finance Department within 30 days following conclusion of travel for approval of reimbursement of travel expenses.
 - a. Expenses shall be itemized in the order in which they occurred (by date), using one line for each item (day of month column).
 - b. Note in the description column for "Travel" the time, place and date of departure, for meetings indicate the type, location, and duration.

- c. If travel is approved in private automobile, note in that column the mileage and approved rate per mile.
- d. The columns for County owned automobile, cab, or bus fare, and for hotel and meals should be used as appropriate with approved rates (see attached *Schedule of Travel Rates*.)
- e. The "Other Expenses" column shall be used for meeting per diem expenses that are not appropriate for other columns.

LAPEER COUNTY

SCHEDULE OF TRAVEL RATES

LODGING AND MEAL

Lodging	\$75.00	Plus tax, or rate not to exceed that charged at hotel where the conference is held. Conference must be held more than fifty miles from the County Complex Building to qualify for lodging expense.
Breakfast	\$ 8.50	Meals eaten prior to 10:30 a.m.
Lunch	\$ 8.50	Meals eaten between 10:31 a.m. & 3:30 p.m.
Dinner	\$19.00	Meals eaten after 3:31 p.m.

NOTE: *Tips are not a reimbursable expense*

MEALS REIMBURSEMENT

Per both State and Federal regulations, for the expense of a meal to be an allowable reimbursement, the meal must be incurred while the employee is traveling away from home on County business. The period of time must be sufficiently long to require a period of sleep or rest; this means an overnight stay. Employees who travel and return within the course of a normal workday are not considered away from home. This means unless the employee is out of the County for an overnight period of time, expenses for meals shall not be reimbursable.

In the event that prior agreements (i.e. union contracts) require the reimbursement of meals on approved travel out of the County when an overnight stay did not take place, the Internal Revenue Code provides that the value of the reimbursement for meals shall be included in the employee's wages and reported on Form W-2. In all cases, the allowable meals reimbursement shall follow the **Board approved schedule of meal reimbursement rates**.

MILEAGE REIMBURSEMENT

In the event an employee is required to use their personal vehicle in the performance of County business, they shall be entitled to a mileage reimbursement equal to actual miles driven multiplied by the **Board approved mileage rate**. The actual miles driven shall only include the miles from the employee's primary place of business to their approved destination (or destinations should there be multiple approved stops) and the return to the place of employment. This means that travel from the employees place of residence to their primary place of employment are a non-reimbursable expense. (i.e. from home to any County facility)

Should an employee be authorized to travel directly from their place of residence to a location within the county that is not their primary place of employment, this first stop shall be deemed travel from home to work, and thus non-reimbursable. However, travel to subsequent authorized work related location may be considered reimbursable. Further, any travel associated with, related to or in conjunction with the acquisition of meals, shall not be reimbursable.