WOODBURY COUNTY TRAVEL AND EXPENSE POLICY

GENERAL POLICY:

It is the policy of Woodbury County to authorize approved travel for employees and/or elected officials/deputies to attend meetings, conferences, seminars, or other events related to their positions. Employees and/or elected officials/deputies conducting official County business may be eligible for the cost of mileage, parking, meals, lodging, airfare, car rental, and miscellaneous travel expenses, if approved by the department head or elected official.

Whenever this travel regulation is in conflict with federal or state laws or with a collective bargaining agreement between the County and certified bargaining unit, Federal law takes precedence over a State statute or an employment or union contract in determining the Federal tax liability for furnished meals or lodging.

All travel away from the County must be approved by a department head or elected official for an employee. Employees and/or elected officials/deputies claiming reimbursement for travel and meeting expenses shall file a claim for reimbursement with the Woodbury County Auditor. All applicable itemized/detailed receipts must be attached to the Woodbury County travel reimbursement form. As provided by the Code of Iowa, the Board of Supervisors approval is required before a check for payment can be completed.

COUNTY VEHICLES:

Using a County vehicle precludes employees and/or elected officials/deputies from making a personal mileage claim for miles driven.

MILEAGE:

Employees and/or elected officials/deputies in departments required to use a personal vehicle in the performance of work for the County are reimbursed for mileage at the rate most recently determined by the Board of Supervisors. When an employee and/or elected official/deputy leaves from home rather than work, the reimbursement will be based on the distance to the destination. An employee and/or elected official/deputy may be reimbursed for commuting between home and a temporary work location, or between a regular work location and a temporary work location.

CAR RENTAL:

Employees and/or elected officials/deputies are reimbursed for car rental if it is the means of transportation used.

COMMERCIAL AIRFARE:

Employees and/or elected officials/deputies are reimbursed for actual costs of coach airfare.

LODGING:

Employees and or elected officials/deputies are reimbursed for the actual cost of lodging. Employees and/or elected officials/deputies should ask for the government rate or the most economical rate.

MEALS:

Employees and/or elected officials/deputies are reimbursed for meals including tax and a reasonable and customary gratuity.

Meals without an overnight stay are not reimbursed.

PARKING/PHONE CALLS/MISCELLANEOUS TRAVEL EXPENSES:

Employees and/or elected officials/deputies will be reimbursed for parking, taxi, shuttle, etc. Fees for metered parking and/or baggage handling, if necessary, maybe reimbursed without a receipt. Tickets received for parking or moving violations will not be reimbursed. Business related phone calls are reimbursable; however, personal calls are not.

TRAVEL RECEIPTS:

Receipts must be attached to all requests for reimbursement of travel expenses. These receipts must be itemized detailed receipts and not summary credit card receipts. Requests for reimbursement including receipts shall be itemized on an expense report signed by the employee and the department head and/or elected official.

Effective Date: 6-12-12

Effective Date of Implementation: _____

Board of Supervisors Chairperson: Jackie Smith

To the Board of Supervisors and approved at the Board Meeting on 6-12-2012

WOODBURY COUNTY TRAVEL REIMBURSEMENT FORM

Employee/Elected Official/Deputy_____Date_____

Date	Destination	Purpose	Lodging Costs	Meal Costs	Mileage Costs	Misc. Costs
Totals:						

Total Reimbursement Costs _____

_____ _____ _____

Signature Approval Signature Date

To the Board of Supervisors and approved at the Board Meeting on 6-12-2012