



HARDIN COUNTY TRAVEL POLICY

The purpose of this policy is to establish and communicate fair standards and effective procedures for reducing travel expenditures, and to ensure consistent and fair treatment of Officials/Employees whose travel will be paid for or reimbursed by Hardin County.

Introduction:

Travel expenditures incurred for official County business will be paid if the expenditures are properly approved, reasonable, and documented. Travelers should incur expenditures prudently to aid in controlling their department's travel budget.

This policy covers reimbursement for auto mileage, meals, lodging, rental vehicles, airfare, and miscellaneous expenses.

Personal Vehicle:

When employees are authorized to use their personal vehicle for County business, they will be reimbursed for actual mileage at a rate reflective of the U.S. General Services Administration (GSA). Expense reports shall be accompanied by a documentation which includes the travel dates, destination, business purpose, and total miles traveled to and from the destination. Mileage is to be calculated from the employee's place of employment to the destination and back, calculated from city to city per Google Maps. The only exception will be for any fixed allowance approved by Commissioners Court. Reimbursement for mileage more than the distance to and from the destination is at the discretion of the Department Head.

County Pool Vehicle:

A County pool vehicle may be checked out by County Officials/Employees to drive for local County business and to out-of-county conferences, meetings, or training.

All traffic laws must be obeyed.

No one is allowed in a County vehicle that is not an employee of Hardin County (Excludes in-custody transports and courtesy transports).

Officials/Employees must schedule use of a County pool vehicle through the County Judge's office ahead of time. This can be done via email, by phone, or in person.

The vehicle must be returned with a full tank of fuel. County Officials/Employees who use a pool vehicle have two options to refuel:

1. The Official/Employee uses a County fuel card, or
2. The Official/Employee refills the vehicle at his/her own expense and submits the receipt for reimbursement.

If an Official/Employee needs a PIN for a County fuel card, they must request one at least two days in advance from the County Judge's office or Purchasing Department.

Reimbursable Expenses:

Reimbursable expenses for use of a County vehicle includes gas, oil, and/or emergency expenses (i.e., flat repair), which may arise in connection with the vehicle. This is subject to the following provisions:

1. Receipts for these allowable expenses must be submitted with the Official's/Employee's claim for reimbursement.
2. Receipts for any charges made on any County credit card(s) must be submitted.
3. Beginning and ending odometer mileage on all County vehicles must be submitted.

Miscellaneous Auto Expenses:

Other reimbursable travel expenses by both a County and personal vehicle include road tolls and parking fees, where unpaid parking facilities are unavailable. Officials/Employees are responsible for the full cost of any parking tickets, moving and non-moving citations, or any such traffic offenses, fees, or expenses.

Cleaning:

Employees must ensure the vehicle is clean when they return it. Please be courteous and remove all of your belongings including any trash, etc.

SMOKING IS STRICTLY PROHIBITED IN ALL COUNTY VEHICLES!

Overnight Travel:

Overnight travel is defined as any travel while on County business requiring an Elected Official or employee to stay away from home and out of the County overnight. When Officials/Employees are required to travel out of town to conduct necessary County business, they will be reimbursed for expenditures utilizing the amounts set forth by the U.S. General Services Administration (GSA) for lodging, meals & incidentals, POV mileage when the use of a privately owned vehicle is authorized or if a County vehicle is not available.

GSA Website: <https://www.gsa.gov/travel-resources>

Instructions: Enter the state, city, and travel dates; click next and print results. This will provide the current travel rates.

Any Elected Official or Department Head should contact the Human Resources Department if they have any questions.

Actual lodging expenses must be supported by receipts. The Official/Employee is required to take advantage of any reduced rates available (government, group, etc.).

Other expenses, supported by receipts include: Taxi, Ride Share, or rental vehicles after reaching the destination, registration fees (if not paid in advance), and parking.

Any advance travel compensation, excluding registration fees, cannot be requested sooner than 2 weeks prior to the beginning of the conference and should only be requested by persons who are unable to pay travel expenses, then request compensation upon their return.

The Travel Expense Form must be submitted to the County Auditor within **ten (10) working days** after the Official/Employee returns.

For Officials who receive a monthly vehicle allowance expense, there will be no mileage reimbursement for travel unless the training is mandatory and the distance is over 100 miles one way from the Official's place of employment.

Day Travel:

There will be no reimbursement for meals for any travel that is not overnight.

County Officials/Employees who incur approved travel-related expenditures shall not gain personal funds as a result of reimbursement for travel (including meals, mileage, lodging, etc.)

Rental Cars/Vans:

Automobile rentals should be limited to situations where other means of transportation are not practical, economical, or available. Any time an Official/Employee must rent a vehicle, please contact the Purchasing Department. If you rent a vehicle without prior written approval, you will not be reimbursed for those expenses. This does not apply to an emergency situation (vehicle breakdown, etc.). If an emergency should arise, please use the least expensive rental agency available.

Air Travel:

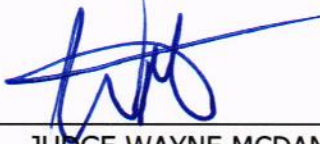
When the most efficient travel is by air, reimbursement will be limited to coach fare. When planning your airline itinerary, consider the following cost saving strategies:

1. Make reservations in advance.
2. Be flexible in airline choice and travel times.
3. Mileage reimbursement will be for one round trip to and from the airport.

Companion Travel:

The County will not reimburse personal, spouse, companion travel, and/or other related travel expenditures. The Official/Employee is responsible for allocating only his/her portion of expenditure on the Travel Expense Form and for identifying them in the hotel and other receipts. The County will only pay a single room rate unless two or more County Officials/Employees are sharing a room.

This revised Travel Policy is hereby effective as of this 28 day of June, 2022.



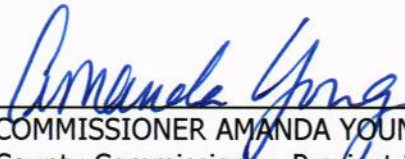
JUDGE WAYNE MCDANIEL
County Judge



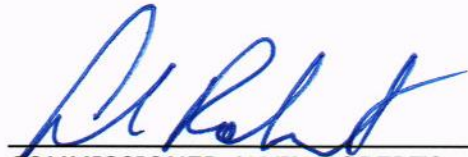
COMMISSIONER L.W. COOPER, JR.
County Commissioner, Precinct 1



COMMISSIONER CHRIS KIRKENDALL
County Commissioner, Precinct 2

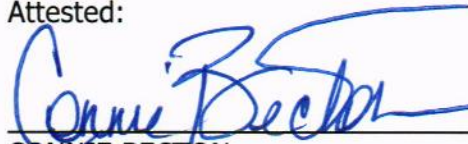


COMMISSIONER AMANDA YOUNG
County Commissioner, Precinct 3



COMMISSIONER ALVIN ROBERTS
County Commissioner, Precinct 4

Attested:



CONNIE BECTON
County Clerk

Adopted by Commissioners Court July 23, 2007

**HARDIN COUNTY
TRAVEL ADVANCE REQUEST FORM**

DATE: _____ DEPARTMENT: _____

OFFICIAL/EMPLOYEE NAME: _____

PURPOSE OF TRAVEL: _____

DESTINATION: _____

TRAVEL DATES: FROM _____ TO _____

ESTIMATED TRAVEL-RELATED EXPENSES:

Air Fare \$ _____

Automobile Mileage \$ _____

Registration Fees \$ _____

Meals \$ _____

Lodging \$ _____

Miscellaneous Expenses \$ _____

ESTIMATED TOTAL \$ _____

ADVANCE AMOUNT REQUESTED \$ _____

Authorization for advance travel allowance in the amount of \$ _____ is granted to the Hardin County Official or Employee named above for the for purpose of travel stated herein. The Official/Employee understands that proper documentation of actual travel expenses incurred must be reported to the County Auditor within **10 working days** after return from this trip. If the actual expenses are less than the advance, the difference must be refunded immediately upon return of Official/Employee.

Official/Employee Signature

Date

Department Head Signature (if applicable)

Date

Official/Employee acknowledges that this is only an advance for County approved travel and must be used for Hardin County Travel purposes only. Any other use of monies advanced as a result of this request will be considered a misappropriation of County Funds.

Submit Original to County Auditor with Check Request Form

Approved by Commissioners Court February 28, 2005
Revised June 28, 2022

HARDIN COUNTY TRAVEL EXPENSE REPORT

DATE: _____ DEPARTMENT: _____

OFFICIAL/EMPLOYEE NAME: _____

PURPOSE OF TRAVEL: _____

DESTINATION: _____

TRAVEL DATES: FROM _____ TO _____

COUNTY-APPROVED EXPENDITURES

DATE	EXPENSE DESCRIPTION	AMOUNT
	AIRFARE (INCLUDE RECEIPT)	
	MILEAGE	
	MILES @ _____ PER MILE	
	MEALS & INCIDENTALS	
	M&IE RATES @ https://www.gsa.gov/travel-resources	
	LODGING (GSA RATE + TAX *INCLUDE RECEIPT)	
	MISCELLANEOUS EXPENSES *(INCLUDE RECEIPTS)	
	TOTAL EXPENSES	
	LESS TRAVEL ADVANCE	
	AMOUNT DUE TO OFFICIAL/EMPLOYEE	
	REFUND DUE TO COUNTY	

By my signature below, I certify that I personally incurred the expenses listed herein and for the purposes stated for County business. This Expense Report and the amount that I declare being due to me, if any, is true and correct to the best of my knowledge. I further certify that any amounts for which I am being directly reimbursed have not been previously paid for by the county.

Official/Employee Signature

Date

Department Head Signature (if applicable)

Date

Submit Original to County Auditor (with Check Request Form if funds are due to you)

Approved by Commissioners Court February 28, 2005
Revised June 28, 2022