



HARDIN COUNTY TRAVEL POLICIES & PROCEDURES

The purpose of this document is to establish and communicate equitable standards and effective procedures for reducing travel expenditures, and to ensure consistent and fair treatment of all employees of the County whose travel will be reimbursed or paid for by the County.

Introduction:

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

This document covers reimbursement for auto mileage, meals, lodging, miscellaneous expenses, rental vehicles, and travel by air.

Personal Vehicles:

When employees are authorized to use their personal vehicles for County business, they will be reimbursed for actual mileage at a rate reflective of Internal Revenue Service rulings. Rates are posted in January of each year @ IRS.gov. Expense reports shall be accompanied by a listing showing date, origin and 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. The only exception will be for any fixed allowance approved by Commissioners Court. Reimbursement for mileage in excess of the distance to and from the destination is at the discretion of the Department Head.

Auto Allowance:

In some cases, Commissioners Court may allow fixed expense allowances in lieu of mileage allowance for in-county travel. In no way will fixed allowances affect out-of-county travel. Commissioners Court minutes shall indicate official and/or employee for which the allowance is being granted and the monthly amount of allowance.

Use of County Pool Vehicle(s):

Acceptable Usage:

- The vehicle may be checked out by County employees to drive to out-of-county conferences, meetings, or training classes, as well as local County business.
- 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.)

Scheduling for Checkout:

Employees must call or drop by the County Judge's office to schedule a date to check out the vehicle.

Fueling:

The vehicle must be returned with a full tank. Individuals checking out the vehicle have two options to refuel:

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

If an employee needs a PIN for the County fuel card, they need to request one **two days ahead of time**. This can be done through the County Judge's office or Purchasing.

Reimbursable expenses:

Reimbursable expenses for the use of a County vehicle includes gasoline, oil, or other expenses of an emergency nature (i.e., flat repair), which might arise in connection with the vehicle, subject to the following provisions:

1. Receipts for all such allowable expenses must be submitted with an employee's claim for reimbursement. Receipts for any charges made on any County credit card(s) must also be submitted.
2. Odometer readings of beginning and ending mileages on the County vehicle must also be submitted.

Cleaning:

Employees must ensure the vehicle is clean when they return it. Please be courteous and gather your trash, etc., from the inside.

NO SMOKING:

SMOKING IS ABSOLUTELY NOT ALLOWED IN COUNTY VEHICLE(S)!

Miscellaneous Auto Expenses:

Other reimbursable expenses for travel by both County and personal vehicle include road tolls and parking fees, where unpaid parking facilities are not available. Employees are responsible for the full cost of any parking tickets, moving and non-moving violations, or any such traffic offenses, fees or expenses.

Overnight Travel**Meals, Lodging, Miscellaneous Expenses:**

Overnight travel is defined as any travel while on County business requiring an employee or Elected Official to stay away from home and out of the County overnight. When employees are required to travel out of town in order to conduct necessary County business they will be reimbursed for:

A. The cost of meals:

Per diem reimbursement of \$45.00 per day paid as follows:

\$10.00 for breakfast, \$15.00 for lunch, \$20.00 for dinner.

Time of departure must be on or before 7:00 am to receive breakfast reimbursement;

Time of departure must be on or before 11:00 am to receive lunch reimbursement;

Time of return must be on or after 1:00 pm to receive lunch reimbursement;

Time of return must be on or after 5:00 pm to receive dinner reimbursement;

Meals provided by conferences (or a third party vendor) must be utilized and per diem will be reduced accordingly. County approved travelers who incur expenditures should not gain personal funds as a result of reimbursement for travel.

B. Actual lodging expenses supported by receipts. The employee must take advantage of any reduced rates available (government, group, etc.).

C. Other expenses, supported by receipts or expense log, include:

- Phone (business purposes only),
- Taxi or other rental vehicles after reaching destination,
- Registration fees (if not paid in advance)
- Parking

Any advance travel reimbursements, excluding registration fees, cannot be requested sooner than **2 weeks before** conference beginning date.

The travel report must be submitted to the Auditors Office within **10 working days** after return.

If receiving a vehicle allowance, there will be no mileage reimbursement for travel unless the training is mandatory and the distance is over 100 miles from the employee's place of employment (one way).

Day Travel

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

Rental Cars/Vans:

Automobile rentals should be limited to situations where other means of transportation are not practical, economical, or available. Hardin County has set up accounts with Enterprise Rent-A-Car or Leaseall/Rentall Inc., Beaumont, TX, (409 833-1461). Any time you need to rent a vehicle, please use their services. If you rent a vehicle locally from any other company without prior written approval, you will not be reimbursed for those expenses. In the event that you fly and need to rent a vehicle at your destination, or in an emergency situation, (vehicle breakdown etc.) please use the least expensive rental agency available.

Travel by Air:

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 selection of airlines and times of travel. One airline may have a promotional fare not offered by competing carriers.
- 3) Mileage reimbursement is for one round trip to and from the airport.

Travel with companion:

The County will not reimburse personal, spouse, or companion travel and other related travel expenditures. The employee is responsible for allocating only his/her portion of expenditure on the Travel Expenditure

Claim Form and for identifying them in the hotel and other receipts. The County will pay only up to the single room rate at hotels unless two or more County employees are sharing a room.

Adopted by Commissioners Court July, 23, 2007.
Revised February 12, 2019.



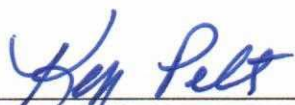
JUDGE WAYNE MCDANIEL
County Judge



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



COMMISSIONER CHRIS KIRKENDALL
County Commissioner, Precinct 2



COMMISSIONER KEN PELT
County Commissioner, Precinct 3



COMMISSIONER ALVIN ROBERTS
County Commissioner, Precinct 4

Attested:



GLENDAL ALSTON, COUNTY CLERK

**HARDIN COUNTY
TRAVEL ADVANCE REQUEST FORM**

Date: _____

Department: _____

Employee's Name

Title

TRAVEL ADVANCE REQUEST FOR:

Purpose of Travel: _____

Location: _____

Inclusive Dates: _____ to _____

ESTIMATED EXPENSES:

Travel:

Air fare..... \$ _____

Automobile _____ miles

at _____ cents per mile..... \$ _____

Registration fees..... \$ _____

Meals..... \$ _____

Lodging..... \$ _____

Miscellaneous expenses..... \$ _____

ESTIMATED TOTAL EXPENSES \$ _____

ADVANCE AMOUNT REQUESTED \$ _____

AUTHORIZATION:

Authorization for advance travel allowance in the amount of \$ _____ is granted to _____ (Name) for reason(s) stated above. Employee understands that proper documentation of **actual** travel expenses incurred must be reported within **10 working days** upon return to work; and if actual expenses are less than the advance, the difference must be refunded upon the employee's return.

Employee Signature: _____

Date: _____

Official/Department Head Signature: _____

Date: _____

Employee acknowledges that this is only an advance and must be used for Hardin County Travel purposes only. Any other use of these monies will be considered a misappropriation of County Funds.

Original to Auditor's Office

Approved Comm Court Feb. 28, 2005

Revised February 12, 2019

HARDIN COUNTY TRAVEL EXPENSE REPORT

Name: _____ Title: _____

Reimbursement/repayment for actual expenditures made because of official business

Date(s)	Expense Description	Total
	Air Fair (Please attach ticket copy or receipt)	\$ _____
	Total miles _____ @ _____ cents/mile	\$ _____
	Registration fees (Please attach registration showing amount)	\$ _____
	Meals _____ max \$ 45.00/day	\$ _____
	Lodging (Please attach hotel bill)	\$ _____
	Other expenses _____ (Please attach receipt to cover miscellaneous expenses)	\$ _____
	Total	\$ _____
	Less Advance	\$ _____
	Due Employee	\$ _____
	Refund to County	\$ _____

Purpose of Trip: _____

Time & Date of Departure: _____ Return: _____

I affirm the above is a true and correct statement of expenses for official County business:

Employee Signature: _____ Date: _____

Official/Department Head Signature: _____ Date: _____

Original to Auditor's Office
Approved Comm Court Feb. 28, 2005
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