



ROCKINGHAM COUNTY TRAVEL POLICY

Approved By County Manager
March 1, 2018

Effective Date: April 1, 2016
Amended: March 1, 2018 (5.02)

SECTION 1 - OVERVIEW

- 1.01 PURPOSE** – The intent of this policy is to provide Rockingham County departments, agencies, officials and employees with a guideline for payment and reimbursement of travel expenses pertaining to official travel and subsistence. Discretion is given to individual departments to further define this policy for their use.
- 1.02 APPLICABILITY** – All employees and officials of the County are subject to this policy. The effective date of this policy is April 1, 2016 and this policy supersedes all previous versions.
- 1.03 EMPLOYEE AND OFFICIALS RESPONSIBILITY** – County employees, officials, or other appointed boards may have their travel expenses reimbursed by the County. **Under no circumstances may duplicate reimbursement be made for that portion of an employee's expenses paid or reimbursed from a non-County source.** The county will not reimburse any travel expenses personal in nature as a result of combining County travel with vacation.
- 1.04** An employee or official traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and using personal funds. Employees and officials are expected to utilize services and accommodations appropriate for conducting Official County Business. Employees and officials are expected to travel and conduct Official County Business in reasonable comfort, and to exercise good judgement in distinguishing between comfort and extravagance. Any travel expenses for family or guests of an employee or official are not eligible for reimbursement by the County. Employees and officials will be held personally responsible for unauthorized costs and additional expenses incurred for personal preference or convenience.
- 1.05** All travel, whether for continuing education, conferences, training, or some other Official County Business, is dependent upon the availability of budgeted funds. Such budgeted funds should be approved in advance as part of the annual budget for the applicable County department. The Department Head is ultimately responsible for communicating County policies to his/her employees.
- 1.06** Violations of this policy can result in disciplinary action up to and including dismissal. GS 159-181 states that any county employee or official of a local government who submits a written claim or approves a claim for funds that he/she knows to be false is guilty of a misdemeanor.

SECTION 2 – DEFINITIONS

- 2.01 Agency** – Any County agency, department, commission, board, or other organization operating from funds deposited with the County.
- 2.02 Authorizing Party** – An individual authorized by this policy or by a department head to approve or disapprove requests for travel advances, travel reimbursements, etc.
- 2.03 Business Meal** – Meal with a clearly substantiated business purpose directly associated with conducting Official County Business.
- 2.04 Common Carrier** – Commercially scheduled airplane, rail, bus, or taxi.
- 2.05 Commuting** – Travel from home to work or from work to home.
- 2.06 Conference** – Formal gathering to conduct business and exchange information for which registration fees may be paid.
- 2.07 Conference & Trip Justification Report** – This form is required to be submitted with the Travel Reimbursement Form in order to provide a written justification for the travel including information about the conference/trip, sessions attended, key lessons, action items and key relationships.
- 2.08 County** – Rockingham County.
- 2.09 County Employee** – Any employee, temporary or regular, who is paid through the County payroll system.
- 2.10 Credit Card** – See **Procurement Card**. Credit card receipts are not sufficient documentation of expenses. Itemized/Detail receipts are always required for any charge to the County procurement card or when actual costs are requested to be reimbursed. Receipts **are not** to be submitted when Meal Per Diem is claimed.
- 2.11 County Funds** – Any funds deposited with the County, whether derived from appropriations or agency receipts.
- 2.12 Day Travel** – Trips taken where the time from departure to return is less than twelve (12) hours.
- 2.13 Department Head** – Any person who oversees and is responsible for the entire operation of a department. The department head may delegate the duties in this policy to other responsible persons. See **Authorizing Party**.
- 2.14 Duty Station** – The job location at which the employee spends the majority of his or her working hours or the point at which the majority of travel begins.
- 2.15 Employee** – See **County Employee**
- 2.16 Excess Expenses/Costs** – Any travel expense/cost that exceeds the limitations set forth in this policy.
- 2.17 Incidental Travel Expenses** – Fees and tips given to porters, baggage carriers, bellhops and hotel staff.
- 2.18 Meeting** – Informal gathering to conduct business and exchange information for which registration fees may or may not be paid.

- 2.19 Non-County Employees** – A person or persons whose compensation is paid from a general expenditure account rather than through a payroll system generated check.
- 2.20 Official County Business** – Business which serves a direct and lawful public purpose which an employee or official is authorized to conduct by the County.
- 2.21 Officials** – People holding positions of appointment or election with the County, including members of boards, commissions and elected officials.
- 2.22 Other Expenses** – Refers to a line item on travel reimbursement form where expenses not otherwise categorized should be recorded.
- 2.23 Out of State Travel** – Travel outside the boundaries of the State of North Carolina. Requires County Manager approval.
- 2.24 Personal Vehicle Mileage (Mileage Only)** – Use this form for reimbursement of personal vehicle mileage where there are no other travel expenses.
- 2.25 Per Diem** – A fixed amount of daily reimbursement for meals and incidental expenses. The County will follow the rates set by the General Services Administration (GSA) for destinations within the Continental United States (CONUS). Meal receipts **are not** to be submitted when claiming Per Diem.
- 2.26 Prospective Employee** – An individual who has applied for a position with the county and has been approved by the County Manager for travel to and from an employment interview.
- 2.27 Procurement Card** – A credit card provided by the county used for purchase of goods and materials required by the County and authorized travel expenditures. Credit card receipts are not sufficient documentation of expenses. Itemized/Detail receipts are always required for any charge to the County procurement card or when actual costs are requested to be reimbursed. Receipts are not to be submitted when Meal Per Diem is claimed.
- 2.28 Requesting Party** – The person who will be reimbursed for travel costs incurred while conducting County business or visiting for employee interviews.
- 2.29 Subsistence** – Cost of lodging and meals while the official or employee is engaged in official travel.
- 2.30 Transportation Expenses** – Includes personal automobile, taxi, bus, train, airplane, motor pool charges, auto rentals, tolls and parking fees.
- 2.31 Travel** – All activities involving expenses for transportation, subsistence, and registration, which are authorized to be paid from County funds or which involve County vehicles for transportation for in/out of County travel.
- 2.32 Travel period** – The time spent away from the duty station on County business.
- 2.33 Travel Advance Request Form** - Use this form to request an advance for Travel expense that are not to be paid for by the county procurement card or paid in advance by county check. May be used for inter-departments approval of travel or as a request for out-of-state travel approval by County Manager.
- 2.34 Travel Advance Worksheet** - Use this form to calculate the estimated expenses for a trip. This Worksheet is for the internal use of the department, requesting the advance.

- 2.35 Travel Away From Home** – Travel when the following two conditions are met: (i) Official County Business that requires the County employee or official to be away from Rockingham County longer than twelve (12) hours and (ii) the employee or official needs to sleep or rest to meet the demands of County work while away from Rockingham County.
- 2.36 Travel Reimbursement Form – Travel Away from Home** - Use this form to request reimbursement for Travel expense incurred while on Travel Away from Home status. This form is a reconciliation of all expenses, advances and procurement card expenditures to determine amount due to county or employee.
- 2.37 Travel Reimbursement Form – Day Travel Meals** - Use this form to request reimbursement of Meal expense for Day Travel. These reimbursements will be processed through payroll and will be reported as taxable wages.
- 2.38 Travel Reimbursement Mileage Log** – This form is used to record mileage on county business with other travel expenses. This form may also be used if an employee travels in county and wants reimbursement along with other travel expenses, and does not use the Personal Vehicle Mileage form.

SECTION 3 - GENERAL GUIDELINES

- 3.01 Submittal Deadlines** – All reimbursement requests (final reconciled travel reports) which involve the use of procurement card shall be filed with the Finance Department by the 25th of the month following the travel period.

All reimbursement requests (final reconciled travel reports) which involve the use of travel advances shall be filed with the Finance Department within 5 working days after the travel period ends.

All other reimbursement requests should be submitted periodically, but no later than June 25th of each fiscal year.

Day Travel Meals Expenses will be reimbursed on the last payroll of the month only. Day Travel Meal Expense Forms must be turned in no later than the Monday of the last payroll of the month (the same day that payroll time sheets are due). If Forms are turned in after Monday, they will be processed on the last payroll of the following month.

Failure to file final reconciling travel reports in a timely manner may lead to payroll checks being debited to reimburse the County and/or the refusal to issue future travel advances for the employee.

The Finance Department writes travel reimbursement checks one time a month. Travel reimbursement requests that are accurately completed, contain all required attachments and are in the Finance Department on the first Friday of the month will be paid the following Friday.

- 3.02 Travel** – Authorization of travel and travel reimbursements will be based upon need and cost/benefit of travel as determined by the authorizing party. Travel costs that can be paid in advance are to be paid directly using county check or county procurement card. The requesting party is encouraged to utilize the services of travel agents (when needed) located in Rockingham County and reserve transportation and lodging in advance when possible. The requesting party is also encouraged to travel with other officials or employees

of Rockingham County and representatives of other government units when possible. For all travel, the department head or authorizing party is responsible for determining that a sufficient unexpended appropriation remains in the department travel budget to reimburse all expected costs of travel, and is responsible for determining that the requesting party has chosen the most cost/time effective methods of travel.

3.03 Travel Advances – Such advances may be requested for out-of-pocket expenses that will create a financial hardship for the employee. No travel advance will be issued for mileage allowances related to the use of a personal vehicle for county business. No travel advance will be issued for travel costs for which the County Procurement Card can/will be used. Travel advances are loans for which employees assume full responsibility for repayment through complete and timely submission of all receipts after their return. Failure to submit proper paperwork and documentation can result in deduction of the travel advance from the employee's paycheck and/or refusal to issue future travel advances for the employee.

Travel advances will be issued upon the approval of the department head or authorizing party and the Finance Department. Requests for travel advances, along with supporting documentation, should be submitted to the Finance Department no later than 8 working days prior to the date travel will commence. Excess funds from travel advances will be repaid no later than 5 working days after the completion of the approved travel with the reconciled travel reports. If the trip is cancelled or not taken, the travel advance must be repaid to the County within five working days. Failure to repay the advance within five working days will result in deduction of the travel advance from the employee's paycheck and /or refusal to issue future travel advances for the employee.

3.04 Non-County Employees – A person or persons traveling on official business and whose expenses the County does pay thru direct reimbursement are subject to this policy, including subsistence allowances, to the same extent as County employees. No travel advances will be issued from County funds to non-County employees.

3.05 Procurement Card – Procurement cards may be used to pay travel and training expenses. If procurement card is used for meals on the same trip that out-of-pocket expenses are claimed, the procurement card expenses for meals must also be reported on the Travel Expense Reconciliation Form. Photocopies of the procurement card itemized receipts are to be submitted with the Travel Reimbursement Form (the originals will be submitted with the monthly procurement card statement). If meal charges to the procurement card on Travel Away From Home exceed the daily per diem allowance per this policy, the employee will reimburse the County for the excess charges. **The employee will be responsible to reimburse the County for any charges to the County Procurement Card that cannot be substantiated by a detail/itemized receipt.** A credit card receipt with only the store and total charge amount is not sufficient.

3.06 Prospective Employees – The County Manager is authorized to approve reimbursement of travel expenses of individuals visiting for employment interviews. The expenses should be limited to transportation and subsistence. No travel advances will be issued to prospective employees.

3.07 Registration Fees – The County allows reasonable registration fees for employees. Approved fees should be paid by the department in advance if possible, or can be paid by the employee and reimbursed. No authorization will be granted unless full justification and documentation are provided. Copies of brochures, fee schedules, or other materials listing the costs included in the registration fees must accompany requests. The County will pay the basic registration fee and fees for associated professional activities. Any additional activities which the employee cares to attend are that employee's responsibility.

- 3.08 Exceptions** – These general policies are not expected to address every issue, exception or contingency that may arise in the course of County travel. Accordingly, the basic standard that should always prevail is the exercise of good judgment in the use and stewardship of the County's resources. Unless otherwise specified herein, exceptions will require the approval of the County Manager and or the Director for Financial Services or his/her designee.

SECTION 4 – SPECIFIC GUIDELINES

TRANSPORTATION

- 4.01 Actual mileage** – Mileage cost are reimbursable. The total number of miles should be measured from the duty station to the destination and return, or home and destination, whichever is shorter.
- 4.02 Commuting** – No reimbursement shall be made for the use of a personal vehicle in commuting from an employee's home to his/her duty station.
- 4.03 Common Carrier** – Actual coach fare (substantiated by receipt) will be reimbursed. First class travel should be used only in extraordinary circumstances and with approval of the department head or authorizing party. Penalties and charges resulting from the cancellation of airline reservations (or other travel reservations) shall be the County's obligation if the employee's travel has been approved in advance and the cancellation or change is made at the direction of and for the convenience of the County. If the cancellation or change is made for the personal benefit of the employee, it shall be the employee's obligation to pay the penalties and charges. However, in the event of accidents, serious illness or death within the employee's immediate family, or other critical circumstances beyond the control of the employee, the County will pay the penalties and charges.
- 4.04 County Vehicles** – County vehicles may be used for authorized travel. The requesting party must be approved according to County Vehicle Policy to use county vehicles. The requesting party must obey all laws of the jurisdiction in which the vehicle is being operated. The vehicle will be used in conducting County business only. A minimal amount of personal use, such as driving the vehicle to and from dinner, may be allowed.

Non-County employees may accompany County employees if they have a business interest in the travel.

- 4.05 Parking fees and tolls** – These costs are reimbursable. Receipts are required if normally provided by the Parking or Toll Authority.
- 4.06 Personal Vehicle** – A requesting party may use his/her personal vehicle for travel and be reimbursed only if one of the following conditions is met:
- 4.06.1** No County vehicle is available or use of County vehicle is not practical;
 - 4.06.2** The requesting party needs a specially equipped vehicle; or
 - 4.06.3** The employee has been identified by the County's liability insurer as a "problem" driver with multiple violations and is not allowed to operate County vehicles.

Employees are responsible for obeying all parking and driving laws. The County will not reimburse the employee for any parking tickets or traffic tickets.

- 4.07 Mileage reimbursement rates** – An employee who uses his personal vehicle will be reimbursed at the approved mileage rate in accordance with IRS regulations. The Internal Revenue Service changes the rate one or more times a year. The Finance Department will notify departments by memo as changes occur.

- 4.08 Reduced Rates** – When traveling by common carrier to conduct official County business, employees traveling to their destination earlier than necessary and/or delaying their return to avail the County of reduced transportation rates may be reimbursed subsistence for additional travel days if, in the opinion of the department head or authorizing party, it is cost effective.
- 4.09 Rental Vehicle** – An itemized receipt is necessary for reimbursement of auto rental costs. Rental vehicles are only to be used as a last resort. The department head or authorizing party must approve use of a rental vehicle in advance. Rockingham County's Insurance has coverage for owned, leased or non-owned vehicles. Any additional coverage offered by rental car agency should be declined.
- 4.10 Taxis and shuttles (other than trips to and from the airport)** – The actual cost of taxi and shuttle fares is reimbursable when required for travel on official County business.
- 4.11 Travel to/from airport: Home or duty station** – Reimbursement for travel between the employee's or official's home or duty station and the nearest airline terminal may be made under the following circumstances:
- 4.11.1** By private vehicle - The approved mileage rate for a maximum of one round trip with parking charges. Receipts are required for airport parking claims;
 - 4.11.2** By airport or hotel shuttle - one round trip fare.
- 4.12 Travel to/from airport at destination** – Reimbursement for travel to and from the airline terminal at the employee's or official's destination may be made as listed below:
- 4.12.1** Airport or hotel shuttle - one round trip fare.
 - 4.12.2** Bus or mass transit - one round trip fare.
 - 4.12.3** Taxi (only when shuttle service is not available) - actual fare to and from airline terminal.
 - 4.12.4** Rental vehicles - may be used as a last resort (itemized receipt required).

LODGING

- 4.13 Rates** – Lodging is limited to the lowest available rate at conference hotel/motel. The employee is encouraged to reserve lodging in advance, when possible, and to confirm the lowest available government rate. (If employee chooses a rate higher than the conference rate, he/she is responsible for the difference).
- 4.14 Reimbursement** – Each employee is responsible for his or her own request for reimbursement. Specific dates of lodging must be listed on the reimbursement request, and substantiated by an itemized receipt from a commercial lodging establishment. Only charges for room and tax will be reimbursed. Other charges included on the receipt such as movies or laundry will not be reimbursed. See **Non-reimbursement items**.
- When more than one employee occupies the same hotel room, the total lodging expense should be reported on only one of the employees' request for reimbursement.
- Reimbursement to employees sharing a room with another person, (who is not an employee), will be limited to the single occupancy rate.
- 4.15 Tips** – Baggage handling tips for porters at terminals and hotels are included in the daily per diem allowance for Incidental Expenses. Tips on meals are included in the daily per diem allowance for Meals.

MEALS

- 4.16 Travel Away from Home** – The County will pay per diem for meals, gratuities, and overnight incidental expenses in accordance with rates published by the General Services Administration (GSA) for destinations within the Continental United States (CONUS). These rates are currently available at <http://www.gsa.gov/portal/content/101518>. The reimbursement rate is based on the location of the work/conference/meeting activity. If the City or County where the travel occurred is not specifically listed on the CONUS Per Diem website, then the Standard CONUS Location Rate will be used. The Standard Rate for North Carolina for calendar year 2018 is \$51 per day and is broken down as follows:

Breakfast	\$11
Lunch	\$12
Dinner	\$23
Incidentals	<u>\$ 5</u>
Total Full Day	\$51

- 4.16.1** The County will not reimburse for any meal that is provided as part of a conference/training/meeting or paid for by any third party; therefore, the daily per diem amount will be reduced for those particular meals. A copy of the meeting agenda **must** be provided as part of the travel reimbursement request in order to be reimbursed for meals.

- 4.16.2** If any meal on Travel Away From Home is paid by a procurement card, the actual amount shall be included on the Travel Reimbursement Form with a copy of the itemized meal receipt attached (the original itemized receipt must be filed with the procurement card reconciliation). The County will not reimburse more than the daily per diem amount allowed and calculated in accordance with this policy. Any excess expense/cost incurred will be reimbursed by the employee or official.

- 4.16.3 The First and Last Day of travel (amended 3-17-2017)** - will be reimbursed based on departure time on the first day of travel and return time on the last day of travel. Conference/Training/Meeting location and agenda will be used to determine reasonable departure and return times.

4.16.3.1 Breakfast – Must depart prior to 7:00 a.m.

4.16.3.2 Lunch – Must depart prior to 10:00 a.m. or return after 2:00 p.m.

4.16.3.3 Dinner – Must return after 6:30 p.m.

- 4.17 Day Travel** – IRS regulations state that meals claimed for non-overnight trips are to be reported as taxable income. Therefore, **meal reimbursement for same day travel will be reimbursed to employee via the payroll system and will be reported as taxable wages.** This includes meals reimbursed through Per Diem and Actual Receipts. Meals paid for by use of the County Procurement Card will not be reimbursed to the employee; however, they will be added as a taxable fringe benefit to the employee's taxable income.

- 4.17.1** The County will pay for meals taken during Day Travel when (i) the travel reasonably occurs during regular meal hours, and (ii) such meal otherwise constitutes a Business Meal.

- 4.17.2** Meal Hours eligible for reimbursement are defined as follows:

4.17.2.1 Breakfast – Must depart prior to 7:00 a.m.

4.17.2.2 Lunch - Must depart prior to 10:00 a.m. and return after 2:00 p.m.

4.17.2.3 Dinner - Must return after 6:30 p.m.

- 4.18 In-County Meals** – Employees will not be reimbursed for meals within the boundaries of Rockingham County except as provided in section **4.19**.
- 4.19 Reimbursement for Meals, Required Employee Attendance or qualifying IRS deductible Business Meals** - A requesting party may be reimbursed for meals when the job requires his/her attendance at a meeting in his/her official capacity and the meal is pre-planned as part of the meetings but not included in the meeting fees. Such meetings **must** include persons other than employees of a single department or agency or two or more departments or agencies to discuss issues related to the employee's normal day-to-day activities. These meetings typically include other governmental officials, business community members, prospective employees, or other appropriate persons. Actual **itemized** meal receipts must be submitted with procurement card reconciliation or with reimbursement request. The employee shall submit an agenda or statement of purpose of the Business Meal that must include a list of attendees in order to deem these meals as non-taxable income to the employee.
- 4.20 Alcoholic Beverages** – Expenses for alcoholic beverages are not eligible for reimbursement under any circumstances. Also see **Non-reimbursement items**

OTHER EXPENSES

- 4.21 Telephone** – Requesting parties may be reimbursed for a personal long distance call if such call is of an emergency nature as determined by the department. An example may be a call made when the party calls home to inform someone that the travel period has been extended beyond original plans due to unforeseen reasons.
- Requesting parties will not be permitted to charge long distance phone calls to the County for calls made of a personal nature, except for one “safe arrival” call of reasonable duration.
- 4.22 Internet** – Internet usage fees are reimbursable if reasonable and necessary for county business. Employees should use hotel/motel business center for checking of e-mail messages if available.

THE FOLLOWING ITEMS WILL NOT REIMBURSED

- 4.23 Non-reimbursement items** – Ineligible expenses include but are not limited to:
- 4.23.1** Alcoholic beverages,
 - 4.23.2** Any expenses not supported by detailed/itemized receipts,
 - 4.23.3** Any non-employee expenses,
 - 4.23.4** Any traffic fines,
 - 4.23.5** Entertainment,
 - 4.23.6** Excess costs,
 - 4.23.7** Expenses or services not in the performance of official business,
 - 4.23.8** Golf fees,
 - 4.23.9** Indirect routes,
 - 4.23.10** Laundry,
 - 4.23.11** Luxury accommodations,
 - 4.23.12** Maid service,
 - 4.23.13** Meals included with conference at no charge to employee and
 - 4.23.14** Movie rental,
 - 4.23.15** Personal internet usage,
 - 4.23.16** Personal phone calls,
 - 4.23.17** Red Cap Service (except for those with a handicap or special needs).

- 4.23.18** Snacks or drinks other than meal,
- 4.23.19** Theater tickets,
- 4.23.20** Travel to and from workstation,
- 4.23.21** Unnecessary or unjustified services or expenses,

SECTION 5 - TRAVEL FORMS GENERAL INSTRUCTIONS

- 5.01 *Travel Forms*** – Any changes in travel forms or other pertinent information will be posted to the Intranet and under the Public Drive, finforms folder, and travel. All forms are available in Excel Format and will calculate needed information. The employee should check the Intranet or Public Drive for changes in sales taxes, meal taxes, occupancy taxes, mileage rates notices before completing Travel Forms. When changes occur, updates will be posted and a notice will be sent to Department Heads and Accounts Payable Contacts for distribution to employees as warranted.

All requests for travel advances, travel reimbursements, and county mileage reimbursements must be filed on forms that have been issued and approved by the Finance Department.

- 5.02 *PRE-AUTHORIZATION TRAVEL FORM*** – This form is to request authorization for any day travel or travel away from home, regardless of the funding source.

The department head or authorizing party is authorized to give final approval for in-state travel, and may choose to utilize the Pre-Authorization Travel Form as an internal means of authorization. All out-of-state travel must also be pre-approved by the County Manager, and therefore, requires submittal of this form.

All day travel and travel away from home must have the pre-authorization form completed and approved by finance before incurring any expenses related to that travel. Examples of these costs include: registration fees, hotel costs, and flight costs.

The requesting party is responsible for filling in the date of the request, his/her name, and the department. He/she should also include the destination, the hotel, the conference that he/she will attend, the date (s), and the purpose of the travel/conference.

The following information must be attached to the pre-authorization form: course/conference information, hotel estimates, and any other costs. Training information must be listed under the purpose of travel and the dates to attend. Mileage costs should be listed in other expense when a county car is not available.

A copy of approved/signed form must be submitted with the procurement card bill if training/travel costs are incurred and to request reimbursement for personal costs associated with the trip.

Requests for pre-authorization should be submitted to the Finance Department in a timely manner to insure that the travel request can be processed and returned to the requesting party before travel is to start.

The requesting party and the authorizing party must sign the form. The Director of Financial Services or a designee must then approve the pre-authorization form. If the request is for out-of-state travel, the County Manager must sign the form whether or not an advance of funds is being requested.

Failure to submit proper paperwork and documentation can result in deduction of the travel costs from the employee's paycheck and refusal to issue future travel authorizations.

5.03 TRAVEL ADVANCE FORM – This form is to request funds prior to travel. Travel advances will only be issued for trips that include overnight stays and use of a county procurement card is not available and reimbursement after travel causes financial hardship to the employee.

The department head or authorizing party is authorized to give final approval for in-state travel. The form will only be submitted to the Finance Department when an advance is requested. No travel advance will be issued for expenses paid for by the county procurement card.

Requests for travel advances should be submitted to the Finance Department in a timely manner to insure that the travel request can be processed and returned to the requesting party before travel is to start.

The requesting party is responsible for filling in the date of the request, his/her name, and the department. He/she should also include the destination, the hotel, the conference that he/she will attend the date (s) and the purpose of the travel/conference and the amount of travel advance being requested.

The authorizing party is responsible for supplying the account code and total requested to complete this form.

The requesting party and the authorizing party must sign the form. The Director of Financial Services or a designee must then approve the advance. If the request is for out-of-state travel, the County Manager must sign the form whether or not an advance of funds is being requested.

5.04 Personal Vehicle Mileage Form – This form is to be used only to record mileage traveled by an official or employee on County business using their personal vehicle where there are no other travel expenses. This form should be submitted to the Finance Department on a monthly basis.

Mileage associated with other travel should only be recorded on the Mileage Log and used with the Travel Reimbursement Form.

The requesting party should fill in their name, department, and the date that the form is submitted to their supervisor.

For each trip, the requesting party should fill in the date of the trip, the destination, and the beginning and ending odometer readings or the total mileage in the ending mileage column. This total is multiplied by the approved mileage rate to arrive at the total amount due to the employee.

The authorizing party is responsible for supplying the account code and the amount for each code.

The requesting party and the authorizing party must sign the forms.

5.05 TRAVEL REIMBURSEMENT Form – Travel Away From Home - This form should be used when the traveler incurs expenses related to official travel, including lodging, meals, registration and gas or mileage while in Travel Away From Home status only.

The requesting party should fill in his/her name, the department, the travel destination, and the date that the report is submitted.

All expenses associated with the travel should be entered in the corresponding rows, for the items under the appropriate date. Categories of expenses are "Incidentals", "Breakfast", "Lunch", "Dinner", "Gas" (County Car), "Other", "Mileage", "Lodging", "Meals paid by Procurement", and "Registration Fees". If the requesting party makes an entry in the "Other" row, he/she should specify what the charge was. Receipts for meals should not be submitted when using the per diem meal allowance. If any meals for this trip are paid with the procurement card, a copy of **the detail itemized receipt** must be attached to this report (the original detailed itemized receipt must be filed with the procurement card report). The employee will reimburse the County for any items charged to the County procurement card that a detail itemized receipt cannot be produced.

Receipts for all "other" expenses should be provided to receive reimbursement (i.e., Taxi fare, parking garages, etc.). Attach receipts and an explanation as to the nature of the expense.

Travelers who use their personal vehicle should record the beginning and ending mileage from their odometer or the total mileage in the ending mileage column on the Mileage Log Form. The total miles column is totaled to provide the total miles traveled during the month. This mileage is carried forward to the "Number of Miles" category under "All Expenses" to the Travel Reimbursement form.

The columns for each date are totaled as well as the rows for each category. Each category will have a total. The totals for each category are summed to produce an amount of total expenses.

List all advances to the employee along with all expenses paid by the procurement card and others payments in advance. When using **Excel**, the form will calculate an amount due. If the result is an amount due the employee, a red "Amount Due Employee" will be visible. If the result an amount due county, a red "Amount Due County" will be visible. Please attach a check for that amount to the form.

The authorizing party is responsible for the account code to complete this form.

The form must be signed by the requesting party and by the authorizing party. The Director of Financial Services or a designee must also sign the completed form.

All reimbursement requests (final reports) should be turned in to Finance by the first Friday of the month after the travel period ends.

All reimbursement requests (final reports) **which involve the use of** procurement card shall be filed with the Finance Department by the 17th of the month after the travel period ends.

All other reimbursement requests (final travel reports) which involve the use of travel advances shall be filed with the Finance Department within 5 working days after the travel period ends.

All reimbursement requests for any fiscal year must be filed by June 25th of that year. Failure to file final reconciling travel reports in a timely manner can lead to funds being withheld from payroll checks in order to reimburse the County for unsubstantiated costs and/or the refusal to issue future travel advances for the employee

5.06 Travel Reimbursement Form – Day Travel Meals – This form should be used for all meal expenses to be reimbursed to an employee while on Day Travel Status. This will include Per Diem as well as actual cost reimbursement requests. This request will be paid through payroll and will be added to the employee's taxable income. Day Travel Meal reimbursement will only be processed on the last payroll of the month; therefore, the Form must be submitted to Finance no later than Monday of the last payroll week of the month (the same day that payroll time sheets are due in). If Form is not submitted on Monday, then it will be processed on the last payroll of the following month.

5.07 Conference & Trip Justification Report – This form is required to be filed along with the Travel Reimbursement Form and is used to provide a written explanation of the business nature of the travel. It must include a description of the conference/seminar/meeting, the sessions attended, the key lessons learned and key relationships.

5.08 Request for Payment Forms – Request for Payment Forms should be attached to registration forms and other expenses that are to be paid in advance.

ATTACHMENTS

PRE-AUTHORIZATION TRAVEL FORM

CONFERENCE & TRIP JUSTIFICATION REPORT

DAY TRAVEL MEALS FORM

TRAVEL AWAY FROM HOME REIMBURSEMENT FORM

MILEAGE LOG FORM (FOR USE WITH TRAVEL REIMBURSEMENT)

PERSONAL MILEAGE FORM (MILEAGE ONLY)

TRAVEL ADVANCE FORM

REQUEST FOR PAYMENT FORMS

Rockingham County
Pre-Authorization Travel Form / Pre-Authorization for Out of State Travel



Employee Name: _____

Department Name: _____

Date of Request: _____

Amount of Advance: _____

Use this form to request authorization for any day travel or travel away from home. All day travel and travel away from home must have pre-authorization before incurring any expenses related to that travel. Examples of these costs include: registration fees, hotel costs, and flight costs. The following information must be attached to the authorization form: course/conference info; hotel estimates; and any other costs.

Please include the training information under purpose of travel and the dates to attend. A copy of the approved/signed form must be submitted with the procurement card bill for any travel/training costs and to request reimbursement for personal costs associated with the trip. Failure to submit proper paperwork and documentation can result in deduction of the travel costs from the employee's paycheck and refusal to issue future travel authorizations. Also use this form to request pre-authorization for all out of state travel. Travel outside the boundaries of the state of North Carolina requires County Manager approval prior to travel.

Employee Signature

Purpose of Travel

Date	Depart Time	Return Time	Breakfast \$11	Lunch \$12	Dinner \$23	Incidentals \$5	Other Expense (receipt required)	Total Day Expense
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00

**Registration Fees, Hotel Charges, Mileage Costs, and Flight Charges should be listed in Other Expense Column

**For Breakfast - must depart prior to 7:00 a.m.

**For Lunch - must depart prior to 10:00 a.m. & return after 2:00 p.m.

**For Dinner - must return after 6:30 p.m.

**Any meal provided at your conference / meeting cannot be claimed for reimbursement.

**Any meal paid for by county procurement card should NOT be included on this form.

Grand Total of all expenses above: \$0.00 _____

Approved by: _____ Date Approved: _____

Department Head Approval: _____ Date Approved: _____

County Manager Approval: _____ Date Approved: _____

(For Out of state)

Finance Dept. Approval: _____ Date Approved: _____

Rockingham County, North Carolina

Conference & Trip Report

Conference Title	
Dates Attended	
Location	
Purpose	

About the Conference

Sessions Attended

Key Lessons and Action Items

Key Relationships



ROCKINGHAM COUNTY TRAVEL AWAY FROM HOME REIMBURSEMENT

NAME:		DATE OF REQUEST:		AMOUNT
DEPARTMENT:		ACCOUNT CODE:		
DESTINATION / PURPOSE OF TRAVEL: CITY/COUNTY/STATE		ACCOUNT CODE:		
		ACCOUNT CODE:		

DATE OF EXPENSE:									TOTALS
DEPARTURE TIME									
RETURN TIME									
INCIDENTALS (\$5)									\$0.00
BREAKFAST									\$0.00
LUNCH									\$0.00
DINNER									\$0.00
Gas County Car Number _____									\$0.00
OTHER (ATTACH RECEIPT OR EXPLANATION)									\$0.00
PERSONAL CAR MILEAGE FROM MILEAGE LOG									
LODGING PAID BY PROCUREMENT OR ACCOUNTS PAYABLE									\$0.00
MEALS PAID BY PROCUREMENT									\$0.00
REGISTRATION, AIRFARE OR CHECKED BAGGAGE PAID BY PROCUREMENT OR AP									\$0.00
TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

*Attach Mileage Log if Used.

PLEASE ATTACH RECEIPTS & DOCUMENTATION AS REQUIRED

GRAND TOTAL EXPENSES	
PRE-PAID EXPENSES	\$0.00
ADVANCES	
TOTAL DUE TO COUNTY EMPLOYEE	\$0.00

I certify that this is a true accurate statement of expenses incurred in the conduct of official Rockingham County business.

EMPLOYEE SIGNATURE

APPROVED BY

DEPARTMENT HEAD APPROVAL
(If required)

FINANCE DEPARTMENT APPROVAL

- **This form is NOT to be used for Day Travel Meals Expenses
- **All expenses included on procurement card or through accounts payable must be recorded.
- **The county will pay per diem meals, gratuities, and overnight incidental expenses in accordance with rates published by the General Services Administration (GSA) for destinations within the Continental US (CONUS). <http://www.gsa.gov/portal/content/101518>. The reimbursement rate is based on the location of the work/conference/meeting activity. If the City or County where the travel occurred is not specifically listed on the website, then the standard rate will be used. The standard rate for NC for calendar year 2017 is \$11 Breakfast, \$12 Lunch, and \$23 Dinner.
- **Incidentals are fees and tips given to porters, baggage carriers, bellhops and hotel staff.
- **Any meal that is inclusive with your travel purpose and paid for or provided by a third party cannot be claimed for reimbursement.
- **The First and Last Day of travel will be reimbursed based on departure time on the first day of travel and return time on the last day of travel. Conference/Training/Meeting location and agenda will be used to determine reasonable departure and return times.

COMMENTS OR NOTES:

Rockingham County
Travel Advance Request Form



Employee Name: _____

Department Name: _____

Date of Request: _____

Amount of Advance: _____

Use this form to request an advance for Travel Expenses that are **NOT** to be paid for by the county procurement card or paid in advance by accounts payable. Travel advances are loans for which employees assume full responsibility for repayment through complete & timely submission of all receipts after their return. Failure to submit proper paperwork and documentation can result in deduction of the travel advance from the employee's paycheck and refusal to issue future travel advances.

Employee Signature

Purpose of Travel

Date	Depart Time	Return Time	Breakfast \$11	Lunch \$12	Dinner \$23	Incidentals \$5	Other Expense (receipt required)	Total Day Expense
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00

Grand Total of all expenses above: _____ **\$0.00** _____

Account to Charge: _____

Approved by: _____

Date Approved: _____

Department Head Approval: _____

Date Approved: _____

Finance Dept. Approval: _____

Date Approved: _____

Rockingham County

Request for Payment Form

	Finance Use Only
Vendor #	
Date	

Date of Request

Total Check Amount Requested \$ -

Department From:

PAY TO:
 REMITTANCE
 ADDRESS

Reason for Payment: _____
 (Reason only needed if no Invoice attached)

Line	Fund	Department	Activity	Object	Description	Amount
1						-
2						-
3						-
4						-
5						-
6						-
7						-
8						-
9						-
10						-

Special Instructions:

- Process the Attached item('s) and mail check to payee.
- Enclose attached documents with check
- Return check to department for Disposition. Reason:
- Notify Department when ready for Pickup. Reason:

Approved for Payment

 Department Official

Approved for Payment

 Finance Department