

**Weber County  
Travel Policy  
9.1**

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## **WEBER COUNTY TRAVEL POLICY**

### **1. PURPOSE**

This policy establishes an orderly procedure for the approval and reimbursement of County business-related travel, both within and outside Weber County. The policy is applicable to all county elected offices, departments and divisions of Weber County, including all officers and employees.

### **2. POLICY STATEMENT**

Weber County business necessitates periodic travel by County officials and employees beyond their normal work locations. The County shall pay for reasonable and essential travel expenses which directly and logically relate to the conduct of County business. Employees shall exercise prudent judgment in the use of public funds. Expenses shall be documented and shall leave no reasonable question that such expenditures did, in fact, relate to and were necessary for conducting County business.

All Weber County employees incurring business travel expenses must be familiar with this policy. Anyone approving reimbursable expenses is expected to understand and uphold this policy. Violators of this policy may be subject to disciplinary action, including: termination of employment, civil penalties, and criminal charges.

This policy is maintained and updated by the County Auditor and approved by the County Commission. Inquiries regarding interpretation or proposed revisions should be directed to the County Auditor.

### **3. DEFINITIONS**

**3.1 “Approved Individuals”** means individuals who are either performing County business or representing the County in some fashion, but are not necessarily County employees.

**3.2 “Approved Travel”** means travel that is directly relevant to the accomplishment of County business.

**3.3 “Commission” or “County Commission”** means the Board of County Commissioners of Weber County.

**3.4 “Hours Worked”** means the number of hours an employee is compensated for while on travel status, or while participating in an event away from their normal work location.

**3.5 “Local Vicinity Travel”** means travel from an employee’s normal daily work location (e.g., office, shop) or home to additional work site locations when the total duration of travel falls within normal work hours, concluding with a return to the normal daily work site, or direct to home (e.g.: an “out and back” trip between 8:00 AM and 5:00 PM).

**3.6 “Mileage Reimbursement Rate”** means the rate established by the Weber County Purchasing Division, and includes the “personal vehicle mileage reimbursement rate” and

“county vehicle mileage reimbursement rate.” Both rates are based on other rates, but the exact amounts are set by Purchasing.

- a. “County Vehicle Mileage Reimbursement Rate” is based on the rate that Operations charges a county department for the use of a county vehicle.
- b. “Personal Vehicle Mileage Reimbursement Rate” is based on the U.S General Services Administration (GSA) personal vehicle mileage reimbursement rate.

**3.7 “Normal Commute”** means the average travel time between an employee’s residence and their normal work location.

**3.8 “Per Diem”** means the current amount or rate of meals and other incidental expenditures reimbursement established by the Weber County Purchasing Division.

**3.9 “Procurement Credit Card”** (P-card) means any credit card or other similar item or arrangement which authorizes credit purchases by an elected official, department head, or employee in the name of Weber County.

**3.10 “Purchasing Division”** means the purchasing division of the Weber County Clerk/Auditor’s Office.

**3.11 “Reimbursable Expenses”** means authorized expenses for which County funds will be used for reimbursement.

**3.12 “Reporting Destination”** means the location at which the employee has been directed by his/her supervisor to report for work for that particular day.

**3.13 “Travel Approving Official”** means the elected official, department head, division director, or other person designated by such official who has budget authority to approve travel expenses for an individual.

**3.14 “Travel Coordinator”** means a person designated by a Travel Approving Official to make travel arrangements, such as through the State Travel Office. This is typically an administrative function without the authority to approve variations or exceptions to policy.

**3.15 “Travel Status”** means the traveler is in transit between their departure point and arrival destination. Travel status is generally considered to be “door to door,” meaning from the time they leave their home or workplace until they arrive at their event or hotel. This also applies from when they leave the event or hotel and arrive either at home or their work location.

## **4. PROCEDURES**

### **4.1 State Travel Office**

Weber County uses the State Travel Office (STO) to arrange hotel, air travel, and rental cars. All travel should be arranged through the STO to the maximum extent practical. The STO will require email approval from a Travel Coordinator prior to booking any reservation.

## **4.2 Approval**

Any County employee intending to travel on County business for any period of time requiring an overnight stay of one or more nights shall submit a written request to their immediate Supervisor. After Supervisor approval, the request will go to the employee's Travel Approving Official. Travelers should plan all arrangements as far in advance as possible, but a minimum of two weeks. Early planning ensures the county will receive the lowest possible airfares, hotel rates and ground transportation fees.

Requests must be submitted via the Weber County Travel Form. The Travel Form must include the specific reason for travel, sufficient information about the proposed travel (e.g., copy of seminar brochure), and an outline of the anticipated travel costs to allow an informed decision.

The Travel Approving Official must approve the request on the Travel Form prior to the planned departure date. Elected officials are exempt from the requirement to receive pre-travel approval.

A Travel Approving Official may not approve travel if the total estimated expenditures required by the travel exceed the travel budget of that department. Elected officials and department heads who require additional travel funds must obtain prior authorization through normal budget procedures.

## **4.3 Advances**

Travel advances should be rare, and reserved for special circumstances where the trip covers an extended period, the traveler is otherwise unable to cover travel expenses upfront, or would incur significant hardship as a result. Significant travel expenses such as airfare, lodging, or registration fees should be paid for by the department on a county purchasing card, or through Accounts Payable.

Should circumstances indicate a travel advance may be warranted, the Travel Approving Official must consult with the Clerk/Auditor's Office to evaluate the situation. If both the Travel Approving Official and the Clerk/Auditor's Office agree that a travel advance is warranted, the following items apply:

- a. Travel costs totaling less than \$100 will generally not be advanced;
- b. Travel advances will not be approved more than 10 days prior to the departure date; and
- c. Except for per diem, employees must submit receipts for expenses that were paid for with advanced funds. Failure to provide a receipt may require the employee to reimburse the County for the full amount advanced.

Exceptions may be approved by the Clerk/Auditor's Office, at the request of the Travel Approving Official, if the traveler demonstrates a clear and compelling reason for the exception. Requests and approval/disapproval must be in writing.

## **4.4 Transportation**

Departments have control over their travel arrangements and are expected to exercise prudence and be good stewards of public funds. The overarching guideline is to select the lowest cost option that does not unduly burden the traveler. Travel Approving Officials are expected to use good judgment when approving travel.

Travelers may use the following means of transportation:

#### 4.4.1 Commercial Air Travel

This is the primary mode of travel to places outside the state of Utah. For such trips, this mode will be used for cost comparisons in computing allowances for alternate transportation modes. Travelers are encouraged to take advantage of fare-saver or similar reduced rates/discounts where possible and economically advantageous for the County.

Airfare will be actual, round trip economy class accommodations. Travelers are expected to accept flights with the lowest reasonable fares. Connecting flights or alternate airports may be required to obtain the lowest fare. Flight times, layovers, and meeting times will be considered in arranging the most economical and reasonable travel schedule.

If economy class is unavailable, and county needs require a different class of service, written documentation of this need will be included with the Travel Form.

Baggage fees will be reimbursed upon submission of receipts for such fees.

Commercial air travelers may use the following to make flight reservations:

- a. Work with their Travel Coordinator to make reservations through the State Travel Office;
- b. Use a County-issued p-card that is authorized for travel-related purchases; or
- c. Use a personal credit card.

If the traveler books their own flight, the Travel Coordinator will get a quote from the State Travel Office to determine the maximum reimbursement amount. The State Travel Office will use the parameters they would have used had the County made the reservation. The Travel Coordinator will obtain the quote before, or as close as possible to when, the traveler purchased their ticket. Reimbursement will be the lesser of the State Travel Office quote, or the actual cost. Employees must submit their receipts for reimbursement.

Travelers may select an airline or airfare based on benefits such as frequent flyer miles, with the following consideration: If a traveler purchases a ticket for business travel, the county will still only reimburse the traveler for the lesser of the State Travel Office quote, or the actual cost.

A traveler will be reimbursed the following for transportation to and/or from the airport:

- a. Actual cost for public transit, taxi, or similar hired transportation.
- b. Mileage to and from the airport, plus actual expense for long-term airport parking. The maximum reimbursement for mileage will be for the round-trip distance between the traveler's work location and the airport.
- c. If the traveler uses a personal vehicle to travel to the airport, but is dropped off and the vehicle makes a return trip to home, and/or the traveler is picked up from the airport in the same way, the traveler will be reimbursed for the additional mileage in excess of that already reimbursed for travel to the airport as outlined in Option b. This reimbursement will not exceed the amount that would have been reimbursed had the traveler used Option b (including long-term airport parking) instead.

#### 4.4.2 Motor Vehicle

This is the primary mode of travel to places less than 500 miles from the employee's primary work location. For such trips, this mode will be used for cost comparisons in computing allowances for alternate transportation modes. Employees that use a motor vehicle for county business may use either of the following:

##### 4.4.2.1 County Vehicle

A departmentally-assigned or motor pool vehicle may be used, when available, for local vicinity travel, intrastate travel, and interstate travel when operationally advantageous. Travelers using County vehicles shall be conscious of the public image conveyed during use of the vehicle. Motor Pool personnel will provide guidance regarding emergency repairs and fuel purchase. Personal travel other than incidental travel is prohibited. See County Policy 14.1 for information on transporting people who are not county employees in a county vehicle.

##### 4.4.2.2 Personal Vehicle

Use of a county vehicle is usually the most cost-effective ground transportation option and is encouraged. An employee may use a personal vehicle when traveling on county business, subject to the following:

- a. If a county vehicle is available for use, the employee will be reimbursed at the County Vehicle Mileage Reimbursement Rate.
- b. If a county vehicle is unavailable for use, the employee will be reimbursed at the Personal Vehicle Mileage Reimbursement Rate.
- c. If the cost for economy airfare as quoted by the State Travel Office, plus reasonable and documented parking charges and or/appropriate public transportation, is less than the amount calculated under any Mileage Reimbursement Rate, then the employee will be reimbursed the lesser cost.
- d. In any case, the Travel Approving Official may approve a reimbursement under a higher Mileage Reimbursement Rate with justification documented on the travel form.

Determine the reimbursement amount by multiplying the mileage reimbursement rate by the actual miles traveled on county business.

After arriving at the destination, mileage between lodging and the work site, in excess of the normal commute, is reimbursable. Mileage for personal travel such as to restaurants, movies, entertainment events, etc., is not a reimbursable expense and should be deducted from the total miles recorded for the trip.

The Travel Form documents the use of private vehicles for official County business and serves as the means for reimbursement. Each county employee must maintain the log as travel is performed. The form accommodates multiple trips, and multiple pages may be used for frequent, local vicinity/in-county travel when no other reimbursement (e.g., meals) is necessary. However, mileage related to intra- and interstate travel where other reimbursement is requested should be separately documented and submitted with the Travel Form.

Accumulated travel should be submitted for reimbursement periodically during the year (i.e., monthly or quarterly). Normally minimum accumulations of at least 50 miles are necessary to

justify the processing time and effort, and should be submitted prior to the end of December in order to record the reimbursement in the proper fiscal year.

#### 4.4.2.2.1 Recall to Work

Other personal vehicle mileage reimbursements:

4.4.2.3 Employees receiving a car allowance and traveling more than 150 miles round trip may use a vehicle from the motor pool or use their personal vehicle and seek reimbursement for mileage. Reimbursement for use of a personal vehicle shall be for the total mileage.

4.2.3.3.3 Employees who are requested to return to work after having completed a normal day's work may be reimbursed for local vicinity mileage. (For example, an emergency situation that requires the employee to return to work when they were not previously scheduled to.)

#### 4.4.2.2.2 Moving Expenses

Moving expenses for new employees and their immediate family to Weber County who are hired as department heads may be reimbursed if approved by the County Commission.

#### 4.4.2.3 Commercial Rental Vehicle

The Travel Approving Official must authorize the use of a rental vehicle except in emergency cases. Explanation is required if a rental vehicle is requested for an employee who stays at a conference hotel. Commercial rental vehicles may be advantageous under either of the following conditions:

- a. For documentable operational requirements, when no other mode of transportation is available, and when the rental vehicle is the most cost efficient mode of transportation; or
- b. When an employee attends an approved conference or other approved function requiring an extended stay and is likely to be left without transportation at some point during the stay.

#### 4.4.3 Chartered Air/Bus

County Commission approval must be obtained in advance. Any employee who obtains prior approval of the County Commission for use of a chartered vehicle shall submit to the Purchasing Division a request which outlines the operational requirements and the approval of the Commission. The Purchasing Division will make appropriate arrangements.

#### 4.4.4 Other Transportation

Other forms of transportation such as train, commercial bus, etc. may be advantageous in certain situations. A Travel Approving Official must authorize the use of these alternate forms of transportation. When these forms of transportation are deemed by the traveler and Travel Approving Official to be beneficial, use the same forms of reservation and payment as with commercial air travel.

#### 4.4.5 Reimbursement for Other Approved Travelers

Reimbursement for transportation (by air, personal vehicle and/or commercial rental vehicle) of persons appointed or approved by the County Commission to accomplish county business (e.g., advisory board members, hearing panelists) who are not otherwise reimbursed is permissible.



Such persons are subject to the policies and procedures herein. The approving department in this case is the County Commission.

#### **4.5 Lodging**

The County will pay costs for a single or double room (as required by the requesting department), or a rate arranged by the sponsor of the function attended, whichever is less. If the traveler desires to have accommodations other than those reserved for the event, they must inform their Travel Approving Official. A Travel Approving Official may authorize lodging in excess of what the county would normally reserve, but the traveler is personally responsible for costs in excess of prearranged rates and must reimburse the county for any such overages.

The State Travel Office has access to reduced rates throughout the United States. One exception to this is if the conference provides discounted rates to attendees. In that case, it may be more cost effective to book the room directly instead of through the State Travel Office.

If the traveler will not use the hotel reservation, the traveler must cancel the room reservation before the cancellation deadline for that reservation. Cancellations may be made by calling State Travel Office (preferred), or calling the hotel directly. If the cancellation is made directly with the hotel, travelers are advised to request and retain a “cancellation number.” “No-show” charges are not reimbursable.

##### **4.5.1 Lodging Reservations**

The traveler has the following options available to hold the lodging reservation, and for paying for the lodging at the end of their stay. Note that detailed receipts are required in either case:

- a. Use a county-issued p-card that is authorized for travel-related purchases; or
- b. Use a personal credit card. Note that the county cannot reimburse the employee for any sales taxes that are charged to the employee’s personal credit card for in-state lodging. (Utah State Tax Commission Rule [R865-19S-42](#). Subsection (3))

##### **4.5.2 Alternative Lodging**

A traveler may have an opportunity to use alternative lodging that would provide a cost savings to the county. Weber County recognizes that such lodging may involve incidental and additional costs such as cleaning fees, lot rental fees, etc. If a traveler elects to stay in private accommodations (e.g.: with friends or relatives) the traveler will be reimbursed \$60 per night. If the traveler uses a privately owned camper, trailer, motor home, or residence, the traveler will be reimbursed \$60 per night, or the reasonable, actual cost of the facility as documented with receipts, whichever is higher. However, in no case shall the reimbursement exceed the amount the County would have paid had the traveler stayed in lodging procured by the county or the State Travel Office.

#### **4.6 Registration Fees**

Registration fees charged for conventions, seminars, meetings, etc. are reimbursable expenses when travelers attend in their capacity as a county employee. A receipt or proof of the amount, such as a copy of the conference announcement setting forth the cost, must be provided with the Travel Form.

## 4.7 Hours Worked

Travel time and pay for non-exempt employees is regulated under the Fair Labor Standards Act (FLSA). Travel between home and work, or between the hotel and worksite within the traveler's normal commute, is considered a normal commute and is not eligible for compensation.

### 4.7.1 Time in Transit

Non-exempt employees will be compensated for time spent in travel status, less the employee's normal commute if departing from home. Compensation for travel will not exceed 8 hours of travel per day.

Example 1: If an employee's normal commute from their home to their work location is 20 minutes, and they travel for 5 hours and 30 minutes one way from their home, they will be compensated for 5 hours and 10 minutes of travel.

Example 2: If an employee's normal commute from their home to their work location is 30 minutes, and they travel for 10 hours one way from home, they will be compensated for 8 hours of travel. (In this case, even after deducting the normal commute, the cap of compensation for 8 hours of travel overrides the calculated 9 hours and 30 minutes of travel.)

Example 3: If an employee works for 4 hours, then initiates 9 hours of travel from their work location, they will be compensated for 4 hours of work and 8 hours of travel. In this case, do not deduct the normal commute, because the traveler has already commuted to work. The 4 hours of work and 8 hours of travel will be added together for a total of 12 hours of compensation for the day.

Example 4: Assume an employee's normal commute is 30 minutes, they travel to their normal work location and work for 3 hours, then leave work and travel for 2 hours, participate in a meeting for 4 hours, and then travel for 1.5 hours to arrive home. In this example, they would be compensated for 10 hours, calculated as follows:

- 3 hours for normal work
- 4 hours for the meeting (time on task)
- 3 hours for travel (time in transit: 2 hours from work to meeting + 1 hour from meeting to home. Deduct 30 minutes from the return trip for the employee's normal commute back to home. The morning 30-minute commute was part of the employee's normal routine.)

Note that, in this example, if the employee instead returned to work (2 hours of travel), then returned home (a 30-minute commute), the total travel time would be 4 hours instead of 3 hours.

### 4.7.2 Time on Task

Non-exempt employees will be compensated for time spent engaged with the event, and may also be compensated for event-related activities. In the case of event-related activities that occur outside of the formal event structure, the Travel Approving Official will determine whether or not an activity qualifies as time on task and thus qualifies for compensation. If an employee is required to attend, the event-related activity will be considered time on task and the employee will be compensated.

Example: A non-exempt employee is required to attend an event that begins at 8:00 AM, includes a mandatory luncheon, and attendees are then released at 5:00 PM. That evening, there is an optional dinner from 6:00 PM until 7:30 PM. The employee will be compensated for 9 hours for the mandatory activities between 8:00 AM and 5:00 PM. However, they will not be compensated for the 1.5-hour optional dinner, unless their Travel Approving Official requires their attendance at the dinner, in which case they will be compensated for 10.5 hours.

#### **4.8 Travel Days**

For an event that requires an overnight stay, employees are authorized and reimbursed for travel that occurs one day before an event, and for a return one day after the event concludes.

Exceptions must be approved by the Travel Approving Official. Employees may arrange for a longer stay before and/or after an event, but the traveler must pay for any variations beyond what the county would normally pay.

Employees may combine personal travel with approved business travel. Spouses and guests may accompany employees on business trips providing their presence does not interfere with County business or increase travel costs. Any additional costs for personal travel are the responsibility of the traveler. The traveler must advise the Travel Approving Official and the State Travel Office of that portion of the trip that is personal, so the cost of this travel can be identified separately on the travel invoice.

Example: Assume an employee will attend an event on county business. The event begins on a Monday and ends on a Thursday. Authorized travel days would occur on Sunday and Friday. If the employee would like to travel on the Friday before the event, the following would occur:

- The Travel Approving Official must approve the variation.
- The county may make the flight reservations for the Friday departure, and the return trip the following Friday, but the County will only pay for airfare up to the cost of a Sunday departure and Friday return. Any overage must be reimbursed to the county by the employee.
- The county will pay for hotel costs for the normal event window of Sunday through Thursday (with a check-out Friday morning). The employee must pay for any additional nights, or otherwise make their own arrangements.
- The county will not pay per diem for days outside of the normal event window. In this example, the Friday travel to the destination before the event is for official business, so the travel time to the destination would be compensated as outlined in 4.7 Hours Worked. However, this replaces the normal Sunday travel day, so per diem would not be paid for Saturday or Sunday. Per diem would resume when the event starts on Monday.

#### **4.9 Per Diem, Meal Expenses, and Local Vicinity Travel**

##### **4.9.1 Per Diem**

Unless otherwise approved by the County Commission, meal reimbursement for travel-related meals and incidental expenses will be by per diem only. Per diem rates are established by the Purchasing Division by memo. The per diem rate is intended to cover all meal costs, including tips and taxes. The employee is not required to submit receipts for meal expenses when traveling on the per diem method.

An employee on travel status outside of the local vicinity (typically requires an overnight stay) will receive the full per diem rate for their travel destination, regardless of what time the traveler enters travel status. See Section 4.9.3 for how to apply per diem for local vicinity travel.

~~The per diem rate is intended to cover all meal costs, including tips and taxes. The employee is not required to submit receipts for meal expenses when traveling on the per diem method.~~ Any meals that are provided at no direct cost to the traveler will be deducted from per diem. This meal deduction does not include complimentary breakfast provided by a hotel. The amount deducted for each meal will be in accordance with the Purchasing Division Per Diem memo.

#### 4.9.2 Meal Expenses

Employees who, during the normal course of performing their duties, must provide meals for representatives of other governmental agencies or other persons in order to effectively execute their county responsibilities, may be authorized reimbursement for expenses associated with such meals.

If multiple travelers are dining together, the most senior Weber County employee in attendance may pay for meals. If the most senior Weber County employee pays for the meal, attendees must deduct the meal from their per diem.

This expense is covered by the actual cost basis, and the following documentation is required for reimbursement, or with the monthly p-card expense report log.

- a. An original evidence of payment. e.g., copy of bill, detailed credit card receipt, etc. that includes date, location, and list of items purchased;
- b. A list of all persons, including other county employees, who were in attendance. If a detailed list of individuals is not practical, a description of the roles of such individuals (e.g.: aide or support staff of a government official or dignitary) may suffice if approved by the Travel Approving Official. In such cases, the total number of participants should still be included;
- c. A brief description of the business purpose of the meal.

Expenses or meals not otherwise provided for in this section (e.g., county awards luncheons/dinners, or meals associated with professional service club meetings, etc.) are authorized for reimbursement, provided the employee submits documentation in accordance with this section.

Meal expenses for other than approved individuals will not be paid by the County.

Alcoholic beverages are not reimbursable meal expenses.

The cost of meals for non-salaried per diem boards of the county may be charged as a public expense where such board meets during a mealtime period and actually carries on business of the board during such mealtime period. Where salaried employees of the county or other advisors or consultants must, of necessity, attend such meeting in order to permit the board to carry on its business, the meals of such employees, advisors, or consultants may also be paid. In determining

whether or not the presence of such employees, advisors, or consultants is necessary, the boards are requested to restrict the attendance of such employees, advisors, or consultants to those absolutely necessary at such mealtime meetings.

#### 4.9.3 Meal-Only Per Diem for Local Vicinity Travel

If a traveler is away from their usual work location during the ~~normal work~~ day, but is not remaining overnight, they may receive a reduced per diem for meals while at, or enroute to or from, their reporting destination. As with other travel expenses, the Travel Approving Official must still approve the partial per diem allowance.

Meal-only per diem rates are established by the Purchasing Division by memo. These rates are expected to be necessary only in association with certain local vicinity travel where meals are not provided.

Not all local vicinity travel qualifies for Meal-Only Per Diem. Meal-Only Per Diem may be approved by the Travel Approving Official under the following conditions:

1. Breakfast: Traveler is in travel status on or before 7:00 a.m.
2. Lunch: Traveler is in travel status for at least six hours, and travel begins at or before 11:00 a.m. and ends at or after 2:00 p.m.
3. Dinner: Traveler is in travel status after 7:00 p.m.

### **4.10 Miscellaneous Expenses**

The following miscellaneous travel-related expenses may be submitted for reimbursement using the Travel Form and attaching relevant receipts:

#### 4.10.1 Taxi, Airport Bus/Limo, Subway, Rental Car

Expenses for such transportation are reimbursable when reasonable and necessary to carry out county business. Reimbursement requests must be itemized, and receipts are required. Tips are reimbursed up to 20% of the amount charged.

#### 4.10.2 Parking

Reasonable parking costs are reimbursable. This includes parking meters, hotel parking, and long-term parking while traveling. These expenses must be included with the Travel Form. The maximum reimbursement for airport parking is the airport long-term parking rate and requires a receipt to verify the amount paid. Tips are reimbursed up to 20% of the amount charged.

#### 4.10.3 Turnpike/Bridge Tolls

These are reimbursable expenses, in addition to the mileage allowance, when traveling on County business. Receipts are required for toll charges exceeding \$7.50.

### **4.11 Non-Reimbursable Expenses**

Any travel-related expenses not specifically listed for reimbursement should be assumed to be non-reimbursable. The following specific expenses are considered personal and non-essential to the transaction of official county business: personal expenses incurred outside of the official conference agenda; incidental hotel charges; personal trip/flight insurance; entertainment,

including alcoholic beverages and travel to places of entertainment; sporting events; and recreational activities. Any exceptions must be approved by the Travel Approving Official in writing, and must include a thorough and reasonable explanation of how the expense directly relates to county business.

#### **4.12 Receipts for Reimbursement**

Travelers will be reimbursed for out-of-pocket costs such as parking fees, taxi and bus fares, etc. Such costs over \$20.00 require a receipt for reimbursement.

If a traveler is missing a receipt (lost, not provided, etc.), then the traveler will include a memo with the Travel Form. The memo must be signed by the traveler and the Travel Approving Official. Include the following information in the memo:

- Date of receipt
- Total cost
- Vendor's name
- Vendor's telephone number
- Description of purchase
- Why receipt is not included (lost, did not receive, etc.)

#### **4.13 Travel Report**

Within ten business days following the completion of travel, the employee shall complete a Travel Form detailing the cost of travel and attaching invoices or receipts to account for any advance payments made, or for any reimbursement due to the employee or to the county. No details supporting per-diem expenses is required. Reports not received within ten days are considered delinquent. Non-compliance may put the department on hold for future travel.

The employee shall reimburse the county for expenses advanced but not incurred, or shall be reimbursed for additional expenses upon submission of a request and supporting documentation attached to the Travel Form.

The completed Travel Form shall be approved by the employee's Travel Approving Official for all employees except Department Heads and Elected Officials. A Travel Form for a Department Head shall be approved by that Department Head's oversight Commissioner. A Travel Form for all Elected Officials except the Clerk/Auditor shall be approved by the Clerk/Auditor. A Travel Form for the Clerk/Auditor shall be approved by the County Attorney.

[Provide a copy of the approved travel report to your department records officer to comply with government records retention schedules.](#)

#### **4.14 Exceptions**

The County Commission may exempt any county employee from the provisions of this policy should it be determined that such exception is warranted by extraordinary or extenuating circumstances or operating requirements. Any exemption must be approved by the Commission in writing before any reimbursement.

APPROVAL

The Weber County Travel Policy was approved by the Weber County Commission. This policy will be in effect as of ~~January~~June 1, 2022.

By: //Signed copy on file//  
Scott Jenkins  
Commission Chair

~~January 18~~May 31, 2022  
Date

Attest: //Signed copy on file//  
Ricky Hatch  
Clerk / Auditor

~~January 18~~May 31, 2022  
Date