

San Augustine County Policy for Travel and Reimbursement

The purpose of this policy is to establish and standardize authority for use of County resources to pay for SAN AUGUSTINE County elected officials and employees.

Eligibility:

Any employee of San Augustine County required to travel in the performance of county business shall be reimbursed as provided for in these policies. Such travel shall be at the discretion of the department head. Original receipts for **lodging and day trip meals** must be submitted for reimbursement.

Transportation Cost

An employee shall be reimbursed at the rate per mile allowable by the State of Texas, as adopted by the San Augustine County Commissioners Court for actual mileage traveled using the shortest route to and from his/her destination.

When two or more employees travel in the same vehicle, only one may claim mileage reimbursement. This provision, however, will not preclude any employee from receiving reimbursement for other eligible expenses incurred.

Lodging Cost

Reimbursement for lodging shall be paid for official county business only. When attending a conference offering a block of rooms at a reduced rate, the employee must book through the conference. If there are no rooms available through the conference, the maximum independently booked room rate reimbursement shall not exceed \$150.00 without prior written authorization from supervisor.

Day Trip (out of county travel without overnight stay):

The maximum amount of reimbursement for an **official business day trip meal shall not exceed \$20 per day**. An itemized meal receipt must be attached to the day trip expense report. (Please note: *gratuity is not eligible for reimbursement on any voucher item.*)

Meals

Employees traveling outside the county shall be reimbursed for meals providing they are traveling overnight and/or on official business. **A flat rate \$40 meal per diem will be paid for each full day of travel*. Receipts are NOT required for flat rate meal per diem.**

Per diem meal vouchers (please see per diem voucher on next page) should be submitted to Commissioners Court for payment approval **at least two weeks prior to the date of departure.** Per diem checks for meals will be issued by the County Treasurer to each employee **following court approval and before date of travel.**

County credit cards should not be used for meals except in cases of a travel emergency.

(Note – charges made to county credit card for full day travel per diem meals must be reimbursed by the employee, or deducted from the employee's trip voucher.)

Expense Report

All elected officials and employees filing an expense report shall do so within 30 days after the last date of travel. The expense report must be properly filled out, accompanied by the original receipts, when applicable, and filed with the Treasurer's Office.

San Augustine County Travel Per Diem Meal Voucher

Date Submitted: _____

Employee Name: _____

Name and Location of Out of Town Training / School Event:

Training / School Start Date: _____

Training / School End Date: _____

Total Per Diem Days _____ X \$40 = \$ _____

Employee Signature _____

Supervisor Signature* _____

*Supervisor signature is NOT required for Elected Official or Department Head

Per diem check can be picked up on: _____

Please submit Per diem meal vouchers to County Treasurer's Office at least two weeks prior to the date of departure.

All vouchers will be submitted to Commissioners Court for approval. Per diem meal checks must be picked up at the County Treasurer's officer prior to the date of travel.

NOTE:

County credit cards should not be used for meals except in cases of a travel emergency.

(Note – charges made to county credit card for full day travel per diem meals must be reimbursed by the employee, or deducted from the employee's trip voucher.)

Date approved in court _____