

LCCS POLICY 444

Reimbursable Travel Expenses

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Revision Number:	1
Current Effective Date:	6/27/19
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Reason for Obsoleting/Combining:	
See new Policy #:	

Scope:	All LCCS Staff and Board Members
Responsibility:	All LCCS Staff and Board Members
Purpose:	The purpose of this policy is to define authorized and reimbursable expenses incurred in travel while on Lucas County Children Services business and to control the approval of and reimbursement for such expenses.
Legal Cite:	

POLICY STATEMENT

Employees of Lucas County Children Services who are required to travel on agency business should be reimbursed for actual related, reasonable and appropriate expenses incurred. Employees who travel on behalf of LCCS are expected to use good judgment and make related expenditures in a prudent manner.

PROCEDURE - including required timeframes and documentation

Prior to incurring any travel related expenses for job related duties, conference & convention or training, the employee must provide all necessary information by completing a Lucas County Request for Travel on County Business Form. The completed form must be approved by the employee's Manager or Director for Travel and also initialed by the Training Manager if the request is for training and then sent to the LCCS Accounting Unit for processing at least three weeks before date of intending travel. In the case of any out-of-state overnight travel, the Executive Director must initial the travel request form prior to it being forwarded to the Accounting Unit. A Travel Request form that is for training or conferences/conventions must also have copies of meeting agendas or conference/convention brochures attached.

LCCS retains the right to deny reimbursement of any expense incurred without prior approval. The only exceptions are in cases in which an emergency exists and there is insufficient time for prior approval.

Conference/convention activities which are provided as part of the conference/convention registration fee are acceptable; however, for those social and/or entertainment events for which an extra fee is charged, the fee may not be charged to LCCS unless there is a direct connection to LCCS business. LCCS will not advance or reimburse any portion of travel related expenses to employees who are going to be reimbursed by a third party (i.e., you are invited to be a speaker before an organization who has agreed to pay your travel or any part of your travel expenses).

Except for meals and mileage reimbursement, all travel expenses will go through the procurement card system of the Agency. Therefore this policy should be read with the Lucas County Children Services Procurement Card Policies and Procedure document (Attached in Related Policies and Forms section).

Definitions

Job Related duties: These are expenses incurred by an Agency employee in the performance of their official work. Examples of routine expenses are car rental, parking, mileage, out-of-state foster and adoption travel, etc.

Training/Conference/ Convention Expenses: Actual expenses incurred by an employee of LCCS when attending an approved training or conference/convention that will enhance their work or provide new work knowledge within or outside of the local area. Examples of typical training, conference and convention expenses include, but are not limited to, registration fees, hotel lodging, meals, mileage, airfare, taxis, rental cars, parking, etc.

Local Area: Locations within Lucas County or any county contiguous to Lucas County (Wood, Ottawa, Fulton, Henry in Ohio and Monroe, Detroit and Lenawee in the state of Michigan).

Miscellaneous

As described below, receipts/verifications are required for the following:

- Registration fees
- Airfare/Transportation, except for privately owned vehicles
- Lodging
- Meals
- Rental cars
- Cabs, Shuttles, Parking

Registration fees: Seminar, conference, convention or other registration fees are billed and payable by the Agency either through a warrant or the Agency business P card.

Airfare, Train & Bus Transportation:

Ticket expenses for commercial air transportation are booked through the Agency travel agent and settled by the agency through the accounts payable system or may be booked by the Accounting unit through the Agency business P card subject to the "Not to exceed" approved amount on the travel request.

Bus/train transportation are booked by the Accounting unit through the Agency business P card.

These transportation expenses are limited to coach rates and subject to the "Not to exceed" approved amount on the travel request.

Lodging: Lodging are reserved through the Agency business P card by the Accounting unit and paid through the employee P card at checkout. Please refer to the General Services Administration office website @ (<https://www.gsa.gov/travel-resources>) for guidance on hotel rates by cities. Rates for lodging should be the lowest rate within a two mile radius of the conference or training location and may also be limited to state/government rate when available. When an employee is accompanied by a member of her/his family, reimbursement shall be based on a single occupancy room rate basis. The employee will be responsible for any difference in room rate.

Meals: Expenses for meals are reimbursable for authorized travel at the actual cost of the meal through the county's warrant system, subject to the lower of the "Not to exceed" approved amount on the travel request or the limit authorized by the General Services Administration office (<https://www.gsa.gov/travel-resources>).

Taxes on meals and documented gratuities of not more than 15% up to the per diem limits are reimbursable. Breakfast expenses for single day and/or the first morning of multiple day travels are not reimbursable. When the employee's travel ends after 7:00 pm, dinner expenses are reimbursable, up to the per diem limits, regardless of the travel duration. Meals included in meetings, trainings or conference/convention registration packages cannot be reimbursed. Room service delivery charges cannot be reimbursed.

Rental Cars: Car rental are reserved through the Agency's business P card and paid through the employee P card. If the employee travels to her/his authorized destination using his/her personal vehicle, it will be paid through the mileage reimbursed form. For car rental, actual expense is not to exceed the lower of the available rate for a compact or medium-size car, dependent on need on the car rental or the "Not to exceed" approved amount on the travel request.

Taxi, Shuttle, Parking, fuel & Tolls: Expenses for shuttles, tolls, fuel and parking are reimbursable for actual costs to the employee or can be paid through the employee P card.

Exclusions: Expenses not typically eligible for reimbursement include, but are not limited to:

- Laundry & dry cleaning
- Cosmetic/personal needs
- Private vehicle repair
- Alcoholic beverages
- Personal telephone calls
- Entertainment, including in-room movies/games
- Internet charges
- Travel expenses between home and work location
- Expenses incurred by non-employees
- Expenses not documented by a vendor issued receipt or employee affidavit
- Other exclusions may apply depending on circumstances

RELATED POLICIES and FORMS

[Lucas County Request for Travel on County Business Form](#)
[Procurement Card Policies and Procedures](#)