

**BANDERA COUNTY  
POLICY ON BUSINESS TRAVEL EXPENSES**

**REIMBURSABLE EXPENDITURES**

1. For authorized trips, the actual reasonable expenditures will be reimbursed subject to the limits set forth in this policy document.

The following items are reimbursable within the limits explained in the supporting sections:

- a. Use of personal automobile
- b. Cost of car rental
- c. Airplane travel
- d. Lodging
- e. Meals
- f. Business related telephone calls
- g. Registration fees for meetings
- h. Standard parking fees
- i. Tollway fees—no receipt required

**PERSONAL AUTOMOBILE**

2. If a county vehicle is not available, personal vehicle travel shall be reimbursed at the Official State Rate listed on the Texas Comptroller of Public Accounts website: <http://ecpa.cpa.state.tx.us/mileage>.

3. If one employee is traveling, that employee will be reimbursed for the actual mileage traveled. For two or more employees traveling together in the same vehicle, only one employee will be reimbursed for actual mileage traveled. Mileage traveled to eateries, shopping malls, etc will not be reimbursed.

**RENTAL CARS**

4. Automobile rentals should be limited to situations where other means of transportation are not practical, economical or available, and to emergency situations. Reimbursable costs include the daily fee of a mid-sized car, mileage fee, gasoline charges, parking expenditures, and tollway fees. In order to get reimbursement for the above items, original receipts and the original rental agreement or check-in receipt must be turned in with the Business Travel Voucher.

- TRAVEL BY AIR** 5. When the most efficient travel is by air, reimbursement will be limited to coach fare except for the instances noted below:
- a. In the event of medical necessity
  - b. In an extreme emergency

- LODGING** 6. Bandera County will pay for accommodations up to the single room rate unless two or more County employees enrolled in the conference are sharing a room.
7. Bandera County will pay for the prior night of lodging accordingly:

<b>Miles</b>	<b>Conference Start Time</b>
60 – 120	On or before 10:30 a.m.
121 – 240	On or before Noon
241 – 360	On or before 3:00 p.m.
361 – 480	On or before 6:00 p.m.

If employee travels more than 480 miles, the County will pay for the prior night regardless of the conference start time.

- MEALS** 8. Reimbursement of up to \$35 per day shall be allowed for meals when overnight stay is required.
9. Employees traveling less than 120 miles round trip on county business but are not staying overnight shall be paid a flat rate of \$15. Employees traveling more than 120 miles round trip but are not staying overnight shall be paid a flat rate of \$35. This per diem rate will be taxable and applied on the employee's paycheck the next payroll following the conference.
10. The County will NOT reimburse for the following items:
- a. Alcoholic beverages;
  - b. Meals included in the costs of registration fees;
  - c. Complementary or Continental breakfasts' supplied by the hotel;
  - d. Guests' meals

***Detailed receipts are required for reimbursement of meals.***

**TELEPHONE** 11. The County will reimburse all “County business” telephone calls.

### **REGISTRATION FEES**

12. Registration fees will be paid directly to the sponsoring organization. If registration fees are not prepaid, the County will reimburse travelers for registration fees and conference materials when receipts are submitted with the Business Travel Voucher. If a receipt cannot be obtained, documentation for the expenditure must be submitted.

### **NON-REIMBURSABLE EXPENDITURES**

13. Reimbursement shall not be made for expenditures incurred for the sole benefit of the traveler such as valet service, entertainment, movie rentals, etc. Other expenditures not reimbursable include:

- a. Traffic fines for parking or speeding violations
- b. Lost or stolen cash or other personal property
- c. Repairs to personal vehicles used for County travel
- d. Cancellation fees for unreasonable failure to cancel hotel or transportation reservations
- e. Spouse or family member expenditures
- f. Commuting costs between home and the office
- g. Laundry service

### **TRAVEL WITH COMPANION**

14. 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 Business Travel Voucher 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.

### **TRAVEL CASH ADVANCE**

15. Travel cash advances for hotel fees, meals, known parking fees, rental car fees, etc. should be submitted to the Auditor’s Office for approval for payment no less than two weeks before the trip. The checks will be processed on the Commissioners’ Court prior to the meeting.

## BUSINESS TRAVEL VOUCHER

16. The Business Travel Voucher will be provided by the Auditor's Office. It will be the only form accepted for reimbursement.

17. To receive reimbursement for authorized travel, please submit a Business Travel Voucher and attached documentation in duplicate to the Auditor's Office. All Business Travel Vouchers should be submitted within one week from return of trip. Original documents such as receipted bills for all hotel charges, detailed meal receipts, the last page of airline ticket showing the itinerary and costs, usually called the "passenger receipt" and receipts for other expenditures whenever possible must be attached to the Business Travel Voucher for documentation. *Credit card charge slips will not serve as adequate documentation for meals, transportation, room or car rental expenditures.* In the event a receipt is lost, please provide a written explanation. If a Travel Cash Advance was acquired for a trip, this should be noted on the Business Travel Voucher.

18. The traveler is required to sign the Business Travel Voucher certifying that the amounts included on the report are actual and reasonable; the purpose of the trip must be indicated. The Business Travel Voucher must be approved by the department head or his/her designee. Elected Officials' and department heads' Business Travel Vouchers will be reviewed for propriety by the Auditor's Office.

19. The Auditor's Office is responsible for the review of all Business Travel Vouchers. During the review of these reports, the Auditor is authorized to return any questionable or incomplete reports to the employee in order to obtain additional approval or documentation to support expenditures.

20. Refunds of unused travel cash advances should be submitted to the Treasurer's Office. A copy of the receipt should be submitted with the Business Travel Voucher prior to submission to the Auditor's Office. In the event that the employee cannot provide documentation for meals, the unaccounted for money shall be reimbursed within one week of returning from the conference.