

Expenses incurred by an employee while conducting County business and with the prior approval of the Elected Official/Department Head shall be reimbursed subject to the following provisions:

A. MILEAGE/FOOD/LODGING:

Employees who travel at the direction of the Elected Official/Department Head shall be reimbursed for travel expenses that are reasonable, necessary and documented. Employees will use the following guidelines:

Mileage: Mileage for official County business shall be reimbursed for the use of personal vehicles at the rate established by the Board of Commissioners. All personal mileage charges should be recorded in ink on the appropriate County form and indicate the odometer readings at the start and end of the official travel and the purpose of official travel. Reimbursement for travel to official County business will be paid for mileage in excess of the total daily commuter mileage that an employee did not have to commute to the office while traveling. (Daily commuter mileage is defined, as the total mileage an employee would drive from home to work and back to home for a normal work shift.) The County will not issue reimbursement for commuter mileage to and from the office. Expense forms should be completed and submitted to the supervisor or designee during the month following the expense. Mileage and expense forms can be obtained from the Finance Office or via County intra-net.

When available, County vehicles are to be used rather than personal vehicles. When travel exceeds the limits of a full tank of gas, and the employee refuels the County vehicle, reimbursement shall be made for the actual cost of refueling the County vehicle.

Meal Expenses: The County will reimburse receipted expenses for meals of up to a limit of the aggregate amount of \$35 times the eligible number of trip days. The receipted expenses may include meal, tax and tip. Example: day one: total meals = \$25; day two: total meals = \$50. Total eligible for reimbursement is \$70. Charges may not be claimed if meals are provided through conference registration, or otherwise provided at no additional expense to the employee. Snacks and/or beverages, aside from meals are not subject to reimbursement. With appropriate approval of individual Elected Official or Department Head, meals may be paid for by the County for meetings, conferences, or events that are sponsored or required by the

County. However, if an employee must travel within the County as part of their normal duties then no reimbursement is allowable.

Lodging: With appropriate individual Elected Official or Department Head approval, lodging expenses are to be paid directly to the establishment by County warrant or County credit card. When payment by a County warrant/credit card is not possible, lodging shall be reimbursed less taxes.

Expense Forms: Employees shall submit an Expense Form with an itemization of the official travel-related expenses and relevant receipts must be attached to the Expense Form. Expense Forms can be obtained on the County intra-net or by contacting the Finance Department.

B. OTHER EXPENSES:

Reimbursement for other expenses (e.g. office supplies) requires the written approval of the Elected Official/Department Head. Sales tax paid on such purchases will not be reimbursed.

C. TRAVEL ADVANCES:

Travel advances are allowed for authorized purposes and must be approved in writing by the Elected Official/Department Head. These advances should be used only for meals, gasoline, parking, and other necessary expenditures. All expenditures of advances must be accounted for by submitting to the Finance Office an Expense Form with an itemization of the official travel-related expenses, with relevant receipts attached, along with any unused portion of the advance. The Expense Form must be submitted to the Finance Office within 30 days following the authorized expense. Travel advance request forms can be obtained from the Finance Office or via County intra-net.

D. NON-REIMBURSABLE EXPENSES:

Under no circumstances will reimbursement be made for alcohol, entertainment, parking tickets, speeding tickets, or other expenses that are not related to the official travel. Any expenses incurred due to an employee's negligence or misconduct will not be reimbursed.

E. EMPLOYEE CERTIFICATION & LICENSING:

Each employee is encouraged to attain certification and/or licensing to enhance his/her professional employment with Teller County. To the extent possible, the County will fund such certification and/or licensing as each Elected Official/Department Head approves. As a condition of receiving this benefit, the employee shall be required to repay the cost of certification and/or licensing if the employee voluntarily separates or is terminated for performance from Teller County employment within two (2) years from the completion of said certification and/or licensing.

F. COUNTY CREDIT CARDS:

A County department may obtain credit cards for its employees after receiving formal written approval from the Teller County Board of Commissioners. Employees in departments headed by an Elected Official may be issued credit cards only when the Elected Official grants formal, written approval. These accounts may be established only by the Board of County Commissioners.

Employee use of credit cards is limited to County travel costs, which include airfare, gasoline (only if driving a County vehicle or rental vehicle while on County business) food, lodging and minor expenses. Please see A, C, and D above and note that all previous policies regarding expenses apply. The Elected Official/Department Head must approve, before purchase, all other purchases with County credit cards.

Receipts and statements must be promptly submitted on the appropriate verification form, to the Elected Official/Department Head for processing.

County credit cards are not intended to replace either travel advances or the use of vendor accounts.