

**HIDALGO COUNTY, TEXAS**  
**ACCOUNTING PROCEDURES MANUAL**

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after 12:00 PM and the location of the meeting or conference is less than 300 miles away.

- g. Return on the day after the meeting or conference ends is acceptable whenever same day travel is not practical. However, return the same day that the meeting or conference ends is required if the meeting or conference is taking place within 100 miles from the traveler's normal place of work and the meeting or conference ends at or before 3:00 PM. Return the same day that the conference or meeting ends is encouraged whenever the meeting or conference ends before 12:00 PM and the location of the meeting or conference is less than 300 miles away.
- h. Extra hotel nights for personal reasons will be at the officials or employees own expense and will not be reimbursed. Extra hotel nights for personal reasons will not be paid using County funds or the department's travel card.
- i. A traveler may not be reimbursed for a lodging expense incurred at a place that is not a commercial lodging establishment.
- j. An original lodging receipt showing payment in full must be submitted as supporting documentation for payment or reimbursement. The receipt must include the name and address of the commercial lodging establishment, the name of the employee, the single occupancy room rate, and a daily itemization of the lodging charges.

**14. MEALS**

- a. Meals for out-of-county travel will be reimbursed as follows:
  - i. Out-of-county – In State Travel
    - A. Meals, including tips, will be reimbursed based on a per diem basis at \$39 per day. This reimbursement limit applies without a carry over from one day to another. The per diem will be prorated for partial days (\$ 9-breakfast, \$12-lunch and \$18-dinner). Trips beginning before 8:00 a.m. will receive \$39; trips beginning after 8:00 a.m. but before 1:00 p.m. will receive \$30; trips begins after 1:00 p.m. will receive \$18. Trips completed before 8:00 a.m. receive \$9; trips completed after 8:00 a.m. but before 6:00 p.m. will receive \$21; and trips completed after 6:00 p.m. will receive \$39. The employee is not required to keep receipts to document the cost of these meals. However, please note that receipts may be required by the County Official or when

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utilizing grant funds, questions should be addressed to the County Auditor's Office - Grants Accounting Section at (956) 318-2511.

ii. Out-of-County – Out-of-State Travel

Meals will be reimbursed based on one of the following methods:

- A. On a per diem basis at \$39 per day. This reimbursement limit applies without a carry over from one day to another. The per diem will be prorated for partial days (\$9-breakfast, \$12-lunch and \$18-dinner). Trips beginning before 8:00 a.m. will receive \$39; trips beginning after 8:00 a.m. but before 1:00 p.m. will receive \$30; trips beginning after 1:00 p.m. will receive \$18. Trips completed before 8:00 a.m. receive \$9; trips completed after 8:00 a.m. but before 6:00 p.m. will receive \$21; and trips completed after 6:00 p.m. will receive \$39. The employee is not required to keep receipts to document the cost of these meals. However, please note that receipts may be required by the County Official or when utilizing grant funds, questions should be addressed to the County Auditor's Office - Grants Accounting Section at (956) 318-2511.
- B. Actual cost of meals including taxes and tips/gratuities (up to 15% of the cost of the meal) with original itemized receipts up to a maximum of \$64 per day. The \$64 maximum amount will be prorated for partial days (\$14-breakfast, \$20-lunch and \$30-dinner). Trips beginning before 8:00 a.m. may receive up to the maximum amount of \$64; trips beginning after 8:00 a.m. but before 1:00 p.m. may receive up to a maximum amount of \$50; trips beginning after 1:00 p.m. may receive up to a maximum of \$30. Trips completed before 8:00 a.m. may receive up to a maximum of \$14; trips completed after 8:00 a.m. but before 6:00 p.m. may receive up to a maximum of \$34; and trips completed after 6:00 p.m. may receive up to a maximum of \$64. The employee is required to keep original itemized receipts to document the cost of these meals. Failure to submit the required receipts for any one day will result in the cost of the meal reimbursement to be based on the per diem basis listed in section 14(a)(ii)(A).

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- b. Meals that are an integral part of the seminar or conference and are listed separately on the registration materials may be allowed at a rate higher than the applicable per diem rate. However, the daily per diem rate will be reduced by the applicable meal per diem rate. Supporting documentation such as the registration receipt or printed material showing which meal(s) are covered is required.
- c. Meals for in-county travel and travel not requiring an overnight stay will not be reimbursed unless the meal cost is part of a conference/registration fee.
- d. Advances for meals will only be provided when traveling out-of-county for two days or longer.
- e. The meals for a spouse and/or dependent(s) will not be paid with County funds.

15. NON-REIMBURSABLE EXPENSES:

- a. Alcoholic beverages
- b. Valet parking (if self-parking is available)
- c. Tips and gratuities in excess of 15% of the actual meal cost for out-of – state travel
- d. Personal phone calls - all phone calls are deemed personal calls unless proof is submitted that the call was for County business
- e. Personal items, such as prescriptions, cosmetics, movies, golf, health club, spas, haircuts, shoe shines, newspapers, laundry/dry cleaning charges, etc.
- f. Loss of funds or personal belongings
- g. Extra day or days on the trip for personal reasons
- f. Luxury & large sports utility vehicle rental cars (see exception in Section 11)
- g. Additional charges for accommodations, meals, travel, etc., for individuals not on County business who accompany the traveler on an authorized County business trip
- h. Fines, court costs, and related expenses
- i. Meals for non-overnight travel
- j. Interest, over the limit, or late charges incurred in a personal credit card
- k. Expenses deemed unreasonable, excessive, unsupported or unexplained

16. TRAVEL ADVANCES:

- a. Employees are encouraged to pay for travel expenses using their own personal funds and seek reimbursement from the County. Nonetheless, travel advances will be allowed if an employee's seminar/conference/