

# Expense Reimbursement

Type	Policy
Airfare	<ul style="list-style-type: none"> <li>• Employees are responsible for all excess costs and additional travel expenses resulting from taking an indirect route for personal preference or convenience</li> <li>• Airfare will be paid directly to the travel agency, airlines or with a procurement card</li> <li>• Airfare purchased on a personal credit card will be reimbursed after the trip has been completed</li> <li>• Air travel delays which require an overnight stay may be reimbursed with documentation supporting the delay if the airline has refused to provide complimentary lodging</li> <li>• The County will not issue reimbursements for tickets purchased with frequent flyer miles</li> <li>• A maximum of 2 bags will be reimbursed, excessive bag fee charges are not refundable</li> <li>• An advance will not be issued for travel expenditures</li> </ul>
Car Rental	<ul style="list-style-type: none"> <li>• Travelers may rent a car at their destination when it is less expensive than other transportation modes such as taxis, airport shuttles or public transportation</li> <li>• Cars rented should be economy or mid-sized, luxury vehicle rentals will not be reimbursed</li> <li>• Renting cars for travel within the County is prohibited unless otherwise approved by the Auditors Office</li> <li>• An employee may rent a car to travel to the business destination outside the County, only if the total cost of the rental is less than the mileage reimbursement cost, documentation showing the cost comparison between the rental cost and mileage may be required</li> <li>• Many car rental companies charge extra if the car is returned with out a full tank, these charges must be avoided</li> <li>• The rental agreement and the charge card receipt (if applicable) must be turned in with the expense request</li> <li>• Insurance purchased when renting a vehicle may also be reimbursed</li> <li>• Additional modes of ground travel will not be reimbursed</li> </ul>
Personal Car Usage	<ul style="list-style-type: none"> <li>• Any county official or employee who is authorized to use their personal vehicle to travel on official County business may be entitled to receive a reimbursement equal to the standard mileage rate allowed by the IRS</li> <li>• Mileage will be reimbursed based on the most common route, including toll roads</li> <li>• Reimbursement for mileage will not exceed the cost of round trip coach airfare, a cost comparison between mileage and airfare may be required</li> <li>• Reimbursement for mileage is prohibited between place of residence and usual place of work</li> <li>• Mileage should be calculated from an employees regular place of work or residence, whichever is the shorter distance when traveling to a meeting, conference, or seminar</li> <li>• When more than one employee travels in the same vehicle, only the driver may claim mileage reimbursement</li> <li>• To be reimbursed for the use of a personal vehicle, travelers must provide the following information on their expense report, per IRS guidelines: The purpose of the trip, date, location traveled to and from, and the number of miles traveled</li> <li>• Tolls and parking fees, if reasonable are reimbursable. Receipts are required for reimbursement. If a receipt is not obtainable, then written documentation of the expense must be submitted for reimbursement</li> <li>• It is the responsibility of the employee to keep track of mileage</li> <li>• Employees assigned to a County vehicle are not eligible for mileage reimbursement</li> <li>• Operating and maintenance expenses, as well as other personal expenses (such as parking tickets, traffic violations, car repairs and collision damage) are not reimbursable</li> </ul>
Lodging	<ul style="list-style-type: none"> <li>• Lodging expenses are reimbursed only if travel is beyond a 50 mile radius of Williamson County</li> <li>• Government rates should be requested at all times</li> <li>• Hotel accommodations require an original itemized hotel folio as a receipt</li> <li>• When lodging is shared by two or more employees, the names of the authorized travelers should be noted on the receipt</li> <li>• Personal telephone charges, whether local or long distance, are not reimbursed with the exception of business related calls which requires a receipt</li> </ul>