

Expenditure Guidelines

Type	Policy
Meals	<ul style="list-style-type: none"> • The reimbursement for meal costs in travel of less than one day will be reimbursed on the employee's paycheck and will be processed as taxable income • Meals are reimbursable only for County business trips that are outside the County with the exception of; Commissioners Court meetings that extend beyond 1:00 p.m. and off-site staff development opportunities that are held within the County • Meal reimbursements are limited to a maximum of \$50.00 per day <ul style="list-style-type: none"> • \$20.00 for meals when traveling outside the County for day trips • \$20.00 for meals on day of return for overnight travel (unless returning after 8pm) • \$50.00 for meals when traveling outside the County with an overnight stay or work hours extend beyond 8:00pm (documentation may be required) • If an overnight stay is required, out of County, but the stay does not exceed a 45-mile radius from the Historic Courthouse, an employee may claim an amount up to the \$50.00 overnight allowance for meals, lodging will not be reimbursed • \$50.00 for meals when traveling outside the County for day trips and the work hours extend beyond 8:00pm (documentation may be required) • Meals during day trips cannot be charged to the PCard except in certain cases, approved in advance by the Auditor • All meals not associated with an overnight stay are taxable • Meal receipts are not required for per-diem, unless requested by the supervisor or department head • Alcoholic beverages are not reimbursed • Tips should be reasonable and should be included in the \$20.00 or \$50.00 meal allowance • If employment duties require traveling to alternate work locations within the County, meals are not reimbursable • Meals purchased for entertainment/business purposes are not allowed • Meal reimbursements are paid for County employees only
General Travel Information	<ul style="list-style-type: none"> • An advance will not be issued for travel expenditures • All travel expenses must be supported with an itemized receipt • Purchases for airfare, hotels, car rentals, and expense reimbursements, all require back-up documentation indicating the business purpose of the expense. Acceptable documentation must contain the dates, location and purpose of the trip, which could include the following: training/meeting agenda, certificate of completion, conference registration, etc. • Reimbursement for transportation costs will be at the most reasonable means of transport. The County will not reimburse airfare prices if they are higher than the cost of mileage reimbursement • Additional expenses associated with the extended travel (such as a Saturday night stay) may be reimbursed when the cost of airfare would be less than the cost of additional expenses (lodging, meals). Documentation is required to justify the expense • The use of travel websites such as Expedia, Priceline, Travelocity, etc., are prohibited as these expenses and taxes are not itemized, and generally do not have cancellation policies. Rental cars may be an exception if an itemized receipt is available. Accent Travel is available for booking airfare, and there is an account setup for the County • Cancellation fees or unused travel expenses, are not reimbursable unless due to a business related expense, or a personal emergency as approved by the County Auditor. Documentation for the change must be submitted for consideration. These include fees related to changing or canceling a flight, cancelation fees related to lodging, or unused travel arrangements