

GOLIAD COUNTY
POLICY ON TRAVEL EXPENSES
APPROVED MAY 9, 2011
REVISED JUNE 13, 2011

TRAVEL EXPENSES

County officials and employees are eligible for reimbursement of travel expenses which are incurred in the performance of county business.

Any travel should be approved in advance by the official or department head. Additionally, a "Request for Travel Costs" form showing actual costs must be submitted after each trip within five days of return. This form must be signed by the official or department head and submitted to the County Auditor.

An employee using a personal vehicle for transportation shall be reimbursed at the rate adopted by Commissioners' Court (\$.51 per mile) for mileage using the shortest route to and from his/her destination with a starting point of the County courthouse. When claiming mileage, a verification document such as a printout from MapQuest or Yahoo maps must accompany the travel report. Elected officials who receive a vehicle allowance may receive mileage reimbursement for a nonrecurring business trip (example: trip to San Antonio to pick up capital equipment) calculated with a starting point of their precinct barn.

Airfare will be reimbursed when original receipts are provided. Rental car expense will only be reimbursed when the cost of other transportation would exceed the cost of a rental car. Mileage will not be provided when a County vehicle is used; however, out-of-pocket fuel expense will be reimbursed when original receipts are provided.

Reimbursement for lodging shall be paid for official county business when original receipts are provided. Department heads and employees should use discretion in selection of rooms, keeping cost in mind.

Employees or officials traveling outside the county may receive a per diem not to exceed \$39 per day for meals and incidentals providing they are traveling overnight on official business. Any costs reported for meals in excess of the per diem rate will be considered a taxable fringe benefit, and will be processed as taxable wages through payroll.

If no overnight stay, meals will be reimbursed at the actual cost per receipts provided; however this reimbursement will be taxable as wages to the employee and processed through payroll per IRS guidelines for all employees.

Elected/appointed officials may request a travel advance from the County Auditor for themselves and/or their employees who are attending a seminar or training session that requires at least one overnight stay. This travel advance must be submitted at least three days prior to departure. Upon return (within five days), a "Request for Travel Costs" form, showing Funds Due County or Funds Due Employee, must be completed and submitted to the County Auditor with original receipts attached. Any amounts due to the County must be paid at the time the report is submitted.