

**PEND OREILLE COUNTY  
NEWPORT, WASHINGTON**

**RESOLUTION NO. 2020- 72**

**ADOPTION OF COUNTY POLICY REGARDING TRAVEL**

**WHEREAS**, the Pend Oreille County Board of Commissioners wishes to establish policies and procedures related to travel and reimbursement for eligible expenses incurred in the conduct of official county business to comply with RCW 36.17.031 and RCW 42.24.090; and

**WHEREAS**, a travel and expense reimbursement policy increases internal control; and

**WHEREAS**, a travel and expense reimbursement policy establishes appropriate methods for reimbursement of expenses incurred by County employees, elected and appointed officials, volunteers and members of boards and commissions.

**NOW THEREFORE, BE IT HEREBY RESOLVED** by the Pend Oreille County Board of Commissioners that the Travel Policy, which is attached policy hereto and incorporated herein, be established and adopted.

**ADOPTED** this 24 day of August, 2020.

**BOARD OF COUNTY COMMISSIONERS  
PEND OREILLE COUNTY, WASHINGTON**

ATTEST:

Crystal Zieske  
Crystal Zieske, Clerk of the Board

Mike Manus  
Mike Manus, Chair

Steve Kiss  
Steve Kiss, Vice Chair

Karen Skoog  
Karen Skoog, Commissioner

**PEND OREILLE COUNTY**

**TRAVEL POLICY**

**PURPOSE:**

It is the policy of the County to support travel and training expenditures as necessary for the effective delivery of services and accomplishment of department goals and objectives. Additionally, an investment in employee training and development is necessary to ensure that staff at all levels remain current in the knowledge, skill and abilities required of their positions. Budget proposals and expenditures for travel and training expenditures will be considered in the context of competing demands for expenditures in other areas including personnel and equipment, capital improvements, etc.

This policy addresses expenses and reimbursement of general travel expenses incurred in the conduct of official county business; general travel and travel for training purposes including professional conferences, association meetings and seminars.

**POLICY:**

It is the policy of Pend Oreille County to provide compensation for business related expenses. Employees are reimbursed for authorized travel expenses incurred on official business. Out-of-county and out-of-state travel must be authorized by the Elected Official/Department Head, unless otherwise defined within this policy.

Before placing an employee in travel status, the Elected Official/Department Head is to determine for each occurrence whether it is more economical or advantageous to reimburse the employee for meals and/or lodging, or to require the employee to return to the official station or official residence daily or on weekends.

**PROCEDURE:**

- A. Authorized persons for travel and reimbursements:
1. County employees and elected officials.
  2. Volunteers, if authorized by appropriate Elected Official/Department Head.
  3. Appointed members of special county boards and commissions must be authorized by Board of County Commissioners (BOCC).
- B. Reimbursements for employee paid or Purchase Card Use for Payment of Authorized Travel Expenses:

Approval, **itemized receipts, agenda itinerary and proof of car insurance** are required when reimbursement for employee paid and/or purchase card payments are used for the following:

1. Registration, course fees.
2. Lodging.
3. All approved meals. Continental breakfasts (pastries/bread/muffins, beverages and fruit) do not meet the criteria for a breakfast meal.  
**Receipts not required for meal per diem (non-purchase card use) unless required by specific grants or funding sources.**
4. Transportation costs (parking, tolls, taxi etc).

Travelers must submit a properly completed Travel Expense Voucher Form (See APPENDIX A attached) along with all supporting travel documentation and receipts for any regular county business travel within forty-five (45) days of travel completion.

C. Non-reimbursable expenses include but are not limited to:

1. Alcohol
2. Entertainment, i.e. movies, radio, etc.
3. Laundry services
4. Personal items
5. Valet services
6. Fines, forfeitures, tickets or penalties
7. Long distance phone calls from hotel rooms
8. Expenses incurred by a spouse, family member, or other person not authorized under this policy
9. Travel Insurance
10. Theft or loss of personal items while traveling.

*NOTE: \*When travel expense reimbursement is designated by or through another federal, state, or county agency by law or grant, if possible, the employee shall submit all appropriate supporting documentation for that reimbursement directly to the entity and shall not be reimbursed by the county.*

D. Transportation:

Mileage reimbursement is based on the most current published State of Washington travel per diem rates or as adopted by the Board of County Commissioners for use of personal vehicles. Mileage reimbursement shall be based upon travel from, or return to, an employee's official workstation or established place of residence whichever is closer to the traveled location. Proof of insurance is required for any mileage request. Reimbursement for mileage for travel by county officials and employees between their usual place of residence and their usual place of work shall be prohibited.

When using personal vehicle, employee's automobile insurance is the primary carrier. Pend Oreille County does not insure private vehicles. Employees and volunteers who use their personal vehicle on County business are recommended to notify their insurance carriers of the business use.

Airline reservations should be made early to obtain the best rate available. The County will pay for coach seats. Any upgrades are the responsibility of the employee. Receipts and/or boarding passes must be presented as receipts for payment of charges. The County will pay for the cost of one checked bag.

If a rental car is necessary and authorized in advance by the Elected Official/Department Head, the most economical model should be selected. Receipts are required for payment of reservations and charges for rental cars, including fuel purchased. Rental vehicles, when possible, should be refueled prior to returning to the rental agency to ensure the most economic use. The County has insurance coverage. Additional coverage offered by the rental company should be declined. Only county employees on county business are covered by County insurance. Non-county employees are not covered.

E. Meals:

Per diem meal reimbursement or credit card payments for meals shall be paid at the following rate:

Breakfast:	\$15
Lunch:	\$15
Dinner:	\$30

Meal allowances cover the basic cost of a meal, any applicable sales tax, and any customary tip or gratuity.

1. Out-of-County Travel Meals:

The amount of per diem authorized is determined on a per meal basis dependent on the departure time from Pend Oreille County, and the arrival time on return to Pend Oreille County. Employees will receive reimbursement for breakfast if their travel period began prior to 7 AM; for lunch if travel period extended after 12 PM; and for dinner if their travel period extends after 6:30 PM.

- a. Snacks served on airlines and continental breakfasts, as defined, will not reduce the per diem.
- b. Per diem amounts will not be allowed when meals are provided through conference registration, seminars, motel/hotel registration, etc.
- c. Single day travel meals are not reimbursable

2. If meals are reimbursable by an outside agency but are reimbursed at a lesser rate than Pend Oreille County rates, employees may claim reimbursement from the County. However, employees are required to obtain reimbursement directly from outside agency and reimburse the County within 10 business days.

F. Lodging:

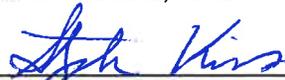
The actual cost of lodging at the government, conference or most cost-effective rate (reasonable and prudent) will be reimbursed with receipt required. The location must be more than fifty (50) miles from the regular work site.

1. Exceptions (must be pre-approved by Elected Official/Department Head prior to stay):
  - a. When the overnight stay is more economical to the county.
  - b. To avoid having employee drive back and forth for back-to-back, late night and/or early morning official county business.
  - c. The health and safety of employee is considered advantageous to the County and can be used to justify an overnight stay.
  - d. Compliance with the Americans with Disabilities Act (ADA) is considered advantageous to the County and can be used to justify an overnight stay.

Signed this 24 day of August, 2020.

PEND OREILLE COUNTY  
BOARD OF COMMISSIONERS

  
\_\_\_\_\_  
Mike Manus, Chair

  
\_\_\_\_\_  
Stephen Kiss, Vice-Chair

  
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Karen Skoog, Commissioner

**APPENDIX A – TRAVEL EXPENSE VOUCHER EXAMPLE**

**2020 (revised) Pend Oreille County Travel Voucher - Effective January 1, 2019**

DEPARTMENT NAME:		CLAIMANT:		VENDOR NUMBER:		FUND NUMBER:		BARS # BUDGET #		GRANT CODE:		WARRANT #	
DATE	Trip Information								Personal Motor Vehicle			PURPOSE OF TRIP	
	Starting		Ending		Meals			Meals	Receipt attached	Miles	Rate		Mileage
	Destination	Time	Destination	Time	Breakfast	Lunch	Dinner	Total	Lodging	Driven			Allowance
							\$0.00				0.575	\$0.00	
							\$0.00				0.575	\$0.00	
							\$0.00				0.575	\$0.00	
							\$0.00				0.575	\$0.00	
							\$0.00				0.575	\$0.00	
							\$0.00				0.575	\$0.00	
							\$0.00				0.575	\$0.00	
							\$0.00				0.575	\$0.00	
							\$0.00				0.575	\$0.00	
<b>TOTALS</b>					Meals Total		<b>\$0.00</b>	Lodging Total	<b>\$0.00</b>	Miles Driven	<b>0.00</b>	Mileage Total	<b>\$0.00</b>
Breakfast \$15, Lunch \$15, Dinner \$30													
<p><b>Meals for single day travel are not reimbursable.</b> Employees will receive reimbursement for breakfast if their travel period began prior to 7 AM; for lunch if travel period extended after 12 PM, and for dinner if their travel period extended after 6:30 PM. When registration has been paid that includes meals, the employee will not be eligible for reimbursement, unless it is a continental breakfast or reception. <u>Itinerary of the event must be attached when requesting ANY TRAVEL REIMBURSEMENTS.</u></p>										<p><b>IMPORTANT: If you are requesting mileage, "PROOF OF INSURANCE" is required.</b> A copy of your Auto Insurance card is required to be attached to each travel voucher you turn in.</p>			
<b>PARKING; TOLLS; TAXI; ETC / OTHER TRAVEL EXPENDITURES AS PER RECEIPT ATTACHED</b>													
DATE	PAID TO		Bars # / Budget #		Amount		Description		Please note: Please only use "Other Expenditures Section" when it pertains to your travel. Any General Expenditures, SUPPLIES ETC. please use a Regular Voucher, as you do for any other expense. Please attach your receipts.				
<p>I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.</p> <p align="center">Claim certified as correct:</p>													
Signature of Claimant			Date			Elected Official/Department Head Signature			Date			Checked by	
<b>TOTAL</b>											<b>\$0.00</b>		