

## 6.00 Travel

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### 6.01 *Travel for County Business*

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The County will bear expenses incurred by County Officials and employees to attend conferences, seminars, networking and professional training activities provided that the following procedures are followed. Such training must be directly related to the work of the County office involved.

Employees are expected to exercise the same care in incurring business expenses as any prudent person traveling for personal reasons.

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### 6.02 *Eligible Expenses*

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Reimbursable hotel expenses for out-of-county travel must be a minimum of 75 miles from the County offices. Lodging upgrades or additions to accommodate family members will not be reimbursed.

The mode of transportation should be suitable for the employee while considering the cost involved. Employees may be reimbursed for mileage for personal automobile usage for both in and out of County travel. Mileage is not an allowable advancement expense. Mileage reimbursement will be commensurate with the deduction allowed by the Internal Revenue Service (IRS) and adopted by the Commissioners Court.

Mileage reimbursement guidelines:

- Employees requesting mileage reimbursement must have a valid, current Texas driver's license.
- Mileage reimbursement requests must be submitted at least monthly on forms available in the County Auditor's office. An accurate detail of mileage, dates, times, odometer readings or readily available electronic mapping service and location is required.
- Only one employee is eligible for mileage reimbursement in the event that more than one employee travels in one personal vehicle.

- Sharing mileage costs with another Texas County employee from another jurisdiction may be reimbursed up to one half the allowable mileage.

Auto rental guidelines:

- Employees should take advantage of governmental discounts or any other special rates available by rental agencies.

Employees may request reimbursement for meals only when traveling outside the County. If the County provides a meal for travel outside the County, and that travel doesn't require an "overnight stay away from home" as defined by IRS regulations, then that meal reimbursement will be taxed and included on the employee's W-2 earnings statement, per IRS regulations.

Meal reimbursement guidelines:

- Employees must be in travel status away from the County for at least six hours to qualify for one meal payment.
- Travel status of more than nine hours qualifies for payment of two meals.
- Travel status of more than twelve hours qualifies for payment of three meals.
- If meals are provided as part of the registration fee, the County will not pay for alternative meals.

Other travel expenses such as parking and tolls will be allowed only if adequately justified and documented.

Hours worked will be paid at the regular rate of pay or the overtime rate if applicable. Sleeping or meal time is not compensated as work time. If an employee who is subject to the overtime provisions of FLSA (non-exempt) travels overnight on business (more than one day), they will be paid for time spent traveling that occurs during their normal scheduled hours even if the travel is on a weekend or holiday. Travel time spent as a passenger on an airplane, train, bus, or car that occurs outside of normal scheduled hours is not paid unless the employee is working during that time (e.g., working on a laptop).