

Resolution No. 08-_____

A Resolution of the Cochise County Board of Supervisors Adopting the Cochise County Travel Policy, Rescinding the Existing Travel Policy, and Authorizing the Chairman to Sign

WHEREAS the Cochise County Board of Supervisors Adopted the current Cochise County Travel Policy in 2006, which provides general parameters for travel by County employees, volunteers, elected officials, department heads, volunteers, members of boards and commission and authorizes reimbursement for reasonable and necessary expenses, when applicable;

WHEREAS the existing policy needs to be updated and modified to meet current conditions and IRS Regulations;

NOW BE IT THEREFORE RESOLVED that the attached Cochise County Travel Policy is hereby adopted, and that all prior Travel Policies are hereby rescinded.

PASSED AND ADOPTED this __19th__ day of August, 2008.

Richard Searle, Chairman

Attest:

Katie Howard, Clerk

Approved as to Form:

Deputy County Attorney

COCHISE COUNTY TRAVEL POLICY

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I. PURPOSE

This Travel Policy establishes guidelines for reimbursement of travel-related expenses and obtaining travel advances relative to County business.

II. AUTHORIZATION

Reimbursement for reasonable and necessary expenses associated with traveling on County-related business is authorized by ARS 11-215, 11-251 (11), (21), and (30) and 11-601.

III. SCOPE/GENERAL GUIDELINES

1. This policy shall apply to all elected officials, department heads, regular status classified and unclassified employees, temporary employees, volunteer workers and members of boards, commissions, authorities, councils and committees who are required to travel in the conduct of County business. All previous travel policies, except the Cochise County Vehicle Usage Policy, are hereby rescinded.
2. Travel expenses for County personnel are subject to review by the State Auditor General or contracted outside auditors. Accordingly, County personnel must abide by the travel policies and procedures in this policy.
3. County personnel shall be familiar with these policies and procedures and are urged to review them before making a trip. This precaution can save time, misunderstandings, and may avoid personnel having to absorb their own travel expenses personally.
4. The travel information and regulations included in this policy may not cover every travel situation. Therefore, if travel circumstances arise that are not addressed specifically in this policy, Finance should be contacted. The County Administrator may make determinations consistent with the intent of this policy.

IV. DEFINITIONS

- A. Designated Duty Post - The place an officer or employee spends the largest portion of regular working time or the place of return upon completion of a special assignment. A duty post may also be a geographical area, such as a patrol area, or where the same routes are traveled frequently on one-day trips. The duty post for members of the Board of Supervisors shall be the location designated pursuant to A.R.S. § 11-215. The residence of each Board member shall constitute his or her duty station unless or until the Board designates an alternative location for each such member.
- B. Traveler - Every public officer, deputy or employee of Cochise County or any department, institution or agency thereof, and member of any board, commission or other agency of Cochise County who, with supervisory approval is conducting necessary business away from the designated duty post.

- C. Per Diem - The allowance for meals, tips and incidental expenses.
- D. Appointing Authority - Elected Officials and Department Heads.
- E. Conference - Conferences, conventions, seminars, training, affiliate or association meetings.

V. GENERAL

- A. Authorization - All official travel must be authorized by the appointing authority or designee. All out-of-state travel must have prior approval by the County Administrator, the Deputy County Administrator or Board of Supervisors except for prisoner transport. (This provision does not apply to incidental travel across the state line while traveling on Highway 80 to and from Portal). An out-of-state travel request form must be completed and forwarded to the Finance Department prior to the out-of-state travel. If approval by the County Administrator or Deputy County Administrator was via email, departments must attach a copy of the email to the travel form. Criteria for authorization includes the necessity or desirability of personal contact, the importance of the County interest served and the efficient and economical use of County resources such as funds, employee time and County vehicles.
- B. Entitlement - All authorized travelers representing Cochise County may claim allowance and expenses as provided in this policy.
- C. Administration - Appointing authorities shall provide supervision and information regarding travel, subject to the limitations of these travel policies.
- D. Limitations - Reimbursement is limited to necessary and reasonable expenses of travel which, absent critical or unusual circumstances, shall be by the most direct and usually traveled route and by the most economical means of transport. The portion of any travel which is by indirect route or is for personal business will not be reimbursed. Excess travel time will be charged to annual leave.
- E. Documentation - Copies of all registration forms, meeting schedules, brochures or agendas shall accompany all claims when submitted for reimbursement.
- F. Exceptions - Exceptions may be authorized by the County Administrator as required.
- G. Claims for Reimbursement - All claims for reimbursement must be submitted on forms approved by the Board of Supervisors.

VI. TRANSPORTATION

Allowable expenses shall include common carrier fares, privately-owned motor vehicle or aircraft mileage, bridge and road tolls, necessary taxi, bus or streetcar fares, motor vehicle rental, and reasonable baggage handling expenses.

Reimbursement is limited to the means of transportation which best serves the interest of the County considering direct expense as well as the traveler's time. When more than one traveler uses the same privately-owned motor vehicle, only one claim for mileage reimbursement will be allowed.

Appointing authorities shall encourage carpooling whenever possible to minimize travel expense.

A. Privately-Owned Motor Vehicle

County-owned vehicles shall be used for travel whenever possible except for persons whose designated duty post is their personal residence. Travelers may use privately-owned vehicles subject to the following conditions:

1. If a County-owned vehicle is not available, travelers using privately-owned motor vehicles for County business may receive mileage reimbursement at the Internal Revenue Service designated rate for computing deductible costs for business purposes in effect on July 1 of each fiscal year regardless of eligibility for lodging or per diem reimbursement.

However, if a roadworthy County-owned vehicle is available, travelers may request the use of privately-owned vehicles for their personal convenience when combining personal and county travel. Mileage reimbursement for combined travel will be 50% of the IRS business purposes rate, rounded to the nearest cent.

2. Those persons whose designated duty post is their place of residence will be compensated for travel at the full IRS business purposes rate for all miles of county travel in a private vehicle, unless they are assigned a County vehicle. The Board of Supervisors reserves the right to assign, and require use of a County vehicle or to revoke such privileges whenever a majority of the members deem such action to be in the County's best interest.
3. When a privately-owned motor vehicle is authorized for in-state travel, reimbursement will be computed by odometer readings or County designated map mileage (Attachment A). If map mileage is used, enter "Map Mileage" in place of odometer readings.
4. When travel begins or ends at the individual's residence, mileage shall be computed from the residence or designated duty post, whichever is the shorter distance.

5. No reimbursement will be paid for travel between the individual's residence and designated duty post, including travel for attendance to meetings at a location that is along the traveler's normal commuting route, except when and to the extent additional mileage is incurred.
6. Privately-owned vehicles may be used for out-of-state travel only with the approval of the County Administrator or Board of Supervisors. Mileage will be reimbursed at the lesser of either the actual mileage times the mileage rate or air coach fare to the same destination (ARS 38-623).

If a privately-owned motor vehicle is used for out-of-state travel for the convenience of the traveler, per diem will not be allowed in excess of the amount which would have been allowed for travel by air. Any extra working time taken to drive a private vehicle out of state must be taken as annual leave.

7. All travelers driving privately-owned motor vehicles on County business must have current vehicle insurance and a valid Arizona driver's license which must be verified by the appointing authority prior to travel (ARS 28-4009).

A traveler who does not carry motor vehicle liability insurance in compliance with ARS 28-4009, shall not use his/her privately-owned vehicle on County business and will be required to use a County-owned motor vehicle.

If a traveler driving a privately-owned motor vehicle is involved in an accident and is found to be at fault, his/her own liability insurance carrier is responsible to the limits of the policy.

B. Rented Motor Vehicles

1. Motor vehicles may be rented only for the advantage of the County and not for the personal convenience of the traveler. The appointing authority is responsible for determining if the advantages of using a rented motor vehicle outweigh the costs of other modes of transportation.
2. Travelers renting motor vehicles are insured for liability and physical damage losses through the County's insurance. Proof of insurance cards are available from Risk Management and should be obtained prior to renting a motor vehicle. Any additional insurance costs incurred by the traveler for rental of a vehicle will not be reimbursed.
3. Original receipts will be required for reimbursement of motor vehicle rental and gasoline purchases.

C. County-Owned Motor Vehicles

1. County-owned vehicles will be used for official County business only, including travel between the place of County business and temporary lodging.
2. A traveler may use a County-owned vehicle to obtain meals and for incidental personal use within a reasonable distance of the official place of business or temporary lodging.
3. A traveler's single incidental use, involving a total distance of one mile or less, shall constitute allowable de minimus personal use of the County-owned vehicle.
4. Spouses may accompany employees on official County business in a County-owned vehicle only with the approval of the appointing authority.
5. Individuals not employed or acting as volunteers for the County may accompany employees in a County-owned vehicle, but only if their travel is related to official County business.
6. Travelers using County-owned vehicles must possess a valid and current Arizona Driver's License, verified by the appointing authority.
7. The use of County-owned motor vehicles for out-of-state travel must be approved by the County Administrator, the Deputy County Administrator or Board of Supervisors.
8. Users of County vehicles shall provide fuel in the most cost-efficient manner. Accordingly, vehicles shall be fueled at: (1) specific locations in which the County receives discounted prices, which are (in priority order): county road yards, ADOT yards, or other locations as determined by Fleet Management; (2) County vendors who have contracted with the County to provide discounted fuel (whenever the net result is less costly than at other retail fueling stations); (3) other vendors that accept the official County gasoline card.. In all cases in which the "vendor" accepts the official County gasoline card, it shall be used for the purchase of fuel, oil and minor repairs for County-owned vehicles. Failure to comply may result in the employee having to pay the cost difference. If purchases are paid by the traveler, original receipts will be required for reimbursement. No mileage reimbursement will be allowed for use of a County-owned vehicle.

D. Airlines

1. Reimbursement for commercial air travel shall be at the lowest available fare unless seats are unavailable at the lowest fare or unless air travel at a higher fare will result in a cost savings to the County. A statement that a lower class seat was not available must be obtained from the carrier to receive reimbursement for a higher fare.
2. Flight insurance purchased by the traveler is not reimbursable.
3. Original receipts are required for reimbursement of air fare.

E. Chartered, Privately-Owned and Rented Aircraft

1. Chartered aircraft travel is allowed provided a common carrier is not feasible or an alternate mode of travel is impractical. The appointing authority must determine if such travel is justified and is in the best interest of the County.
2. Use of chartered, privately-owned or rented aircraft must be approved in advance by the County Administrator, the Deputy County Administrator or Board of Supervisors.
3. Chartered air service may only be obtained from FAA licensed commercial flight operators.
4. Pilots of privately-owned or rented aircraft must satisfy the requirements of all issuing agencies. Only those individuals who meet such requirements may claim reimbursement for such travel expenses.
5. Privately-owned or rented aircraft used will be reimbursed at 99.5 cents per mile based on the shortest air route from origin to destination. Landing and parking fees will be reimbursed except for those incurred at the normal base location of the aircraft.

F. Railroads and Buses

Railroad or bus travel may be used when convenient or economical, provided that their use will not involve excessive travel time. Original receipts are required for reimbursement.

G. Local Transportation, Tolls, Parking

Taxi, bus, limousine and streetcar use is classified as local transportation the cost of which can be claimed with original receipts. The most economical means of transportation shall be used in traveling to and from airports. Airport storage or

parking for privately-owned vehicles is a reimbursable expense with original receipts. Bridge and road tolls are reimbursable with original receipts.

H. Baggage Handling

Reasonable charges for baggage storage and handling is reimbursable without original receipts.

VII MEAL PER DIEM

A. Except for emergency status, employees must be in authorized travel status with an out-of-Cochise County destination to be eligible for per diem reimbursement.

B. Allowances for individual meals will be subject to the following limitations:

1. Breakfast - Reimbursement shall be paid if travel commences at or before 6:00 a.m. or when the traveler is in overnight travel status outside of Cochise County.
2. Lunch - Reimbursement shall be paid if travel commences at or before 11:00 A.M. or ends at or after 2:00 P.M. when the traveler is in overnight travel status outside of Cochise County. Lunch for one day travel is not covered, even when one day travel is outside Cochise County.
3. Dinner - Reimbursement shall be paid if travel extends to or beyond 7:00 P.M. or when the traveler leaves for overnight travel at or before 6:00 P.M. or is in overnight travel status outside of Cochise County.
4. Emergency Meals - When an employee is called out for emergencies and the employee has been off work for a period of less than eight hours, reimbursement for meals will be allowed at four-hour intervals limited to the maximum lunch meal allowance. If the employee has been off work for a period of more than eight hours, that work shall be deemed a new work day and normal County policies shall apply.
5. Meals Provided - The traveler will not be entitled to a meal allowance for meals provided free, such as those included in airlines fares or conference registration fees and full breakfasts provided by hotels. If dietary or other unique needs require the traveler to forego the provided meal, reimbursement up to the maximum meal allowance may be paid if an original receipt and written explanation are provided.
6. Meals Included in Registration - Meals included in registration fees will be reimbursed to the amount stated on the registration, the traveler will not be entitled to an additional meal allowance.

7. Meals With No Registration - When no registration fee is charged and a conference meal is required, the cost will be reimbursed to the amount stated on the conference brochure.
8. Social Hours - No expense for social hours will be reimbursed.
9. All tips and incidentals are included in the meal per diem allowance.

C. Meal Per Diem Allowance

1. Meal Per Diem will be paid as determined by the Board of Supervisors; current rates are:

	<u>In-State</u>
Breakfast	\$ 7.00
Lunch	\$10.00
Dinner	\$17.00
Total	\$34.00

*Out of State travel at the Rate Set by Arizona Department of Administration

2. When an employee is entitled to reimbursement for three consecutive meals and is in overnight travel status for 24 consecutive hours, the amount expended for any particular meal is left to the traveler's discretion. Each 24 hour period may not exceed the amount set forth in this policy.
3. Receipts are not required for the Meal Per Diem Allowance except as specifically required in this policy.

VIII. LODGING

Individuals must be on authorized travel status to receive reimbursement for lodging.

A. Reimbursement

1. Travelers shall be allowed reimbursement for the actual cost of lodging including room charges and applicable taxes in accordance with these policies in an amount not to exceed the rates set forth in the Lodging Cost Index established by the Arizona Department of Administration. Travelers shall request government or commercial rates.
2. Receipts shall be the original receipt issued by the establishment and must be attached to the claim for reimbursement. A credit card receipt will not be accepted as sole documentation. If the original lodging receipt is lost or destroyed, a photocopy may be submitted with the statement "Treat as an

Original". The photocopy must be signed by the traveler and the appointing authority.

If the original receipt is lost and a photocopy is not available and a copy cannot be obtained from the lodging establishment, a copy of the cancelled check or credit card receipt is required. In addition, a letter must be prepared by the appointing authority in lieu of the original or photocopy of the receipt. The letter must contain the name of the traveler, the dates of travel, the name, address and telephone number of the lodging establishment, cost per night and total cost of the lodging. The letter should also include the reason(s) why an original or photocopy of the receipt is not available.

3. When lodging is shared with an individual not on County business (such as a spouse), reimbursement shall not exceed the amount allowable per person at the single room rate.
4. Individuals required to stay at designated lodging for conferences may be reimbursed at the actual rate. A brochure of the conference and lodging receipt must accompany the travel claim for the actual reimbursement.
5. Travelers shall minimize lodging expenses in any adjacent county (Pima, Graham, and Santa Cruz). Lodging and meal per diem expenses for the nights prior to or after attendance of conferences held in adjacent counties will not be reimbursed unless there are specific programs scheduled that must be attended by the traveler. A brochure or literature on the conference schedule must accompany the travel claim for reimbursement.

IX. CONFERENCES

- A. Appointing Authorities shall limit the number of individuals attending conferences unless a significant benefit accrues to the County from such attendance. A written statement of justification shall be provided by the appointing authority whenever more than one person attends a conference. Said statement shall include, whenever applicable, the reason why conference attendees could not share the same means of transportation
- B. Representation at a conference outside the state is to be held to a minimum and should be attended by only one individual from the department unless, after submission of justification for attendance by more than one individual, the travel request is approved by the County Administrator, Deputy County Administrator, or Board of Supervisors.
- C. Expenses incurred while attending conferences must be supported by a program or literature showing the opening and closing dates. Original receipts for any registration fees must be submitted with the claim. Expenses attributable to a stay

after the close of a conference will not be subject to reimbursement unless a legitimate County purpose is served and the County Administrator, Deputy County Administrator or Board of Supervisors approves the stay in advance.

X. EDUCATION OR TRAINING SEMINARS

Individuals may be permitted to attend education or training seminars if:

- A. Such education or training is not provided by the County.
- B. Such education or training is directly job-related.

Local training opportunities should be utilized whenever possible. Out-of-area training should generally be limited to one individual. When more than one individual is required to attend an out-of-area seminar, prior authorization must be obtained from the Appointing Authority, upon submittal of written justification.

XI. TRAVEL ADVANCES

- A. Individuals traveling in state for three or more days or traveling out of state may request a travel advance. Travel advances are limited to no more than 85% of the applicable per diem reimbursement for and meals and incidentals plus cost for commercial transportation unless approved in advance by the Finance Director or County Administrator or Deputy county Administrator. Travel advances of less than \$750 must have written approval of the Appointing Authority prior to disbursement to the traveler. Advances in excess of \$750.00 must have prior approval by the Board of Supervisors. Advances shall be charged to the departmental budget of the traveler except as expressly provided otherwise by the Finance Director or Board of Supervisors.
- B. Travel advances shall constitute a lien against wages to the extent that the advance is not used or expended in accordance with this policy. Employees requesting a travel advance shall sign a statement authorizing deduction from wages, salary or travel reimbursements all monies advanced in the event that monies advanced are not repaid to the County in a timely manner (within 10 working days of completion of travel).
- C. When a reimbursement claim for travel expenses is submitted, the claim will be reduced by the amount of the advance. If the amount of the advance exceeds the expenses, the employee will reimburse the County for the difference.
- D. If the County is not reimbursed within 10 working days of completion of travel, Payroll may withhold the amount due from the employee's salary.
- E. Prior to final payment to any terminating employee, all travel advances must be repaid.

XII. OTHER EXPENSES

Business telephone calls, faxes and other communications are reimbursable expenses. Indicate the number of local calls made on the reimbursement claim. Long distance calls at the place of lodging should be made on a county cellular phone if available. Otherwise, they should be made "collect" or charged to County telephone credit cards when possible. Actual fax charges should be detailed on the reimbursement claim. Reimbursement for personal telephone calls, faxes and other communications will not be allowed.

XIII. SUSPENSION OF PRIVILEGES

Failure to comply with this policy may, in the discretion of the Board of Supervisors, result in suspension, modification, or reduction of travel privileges.

XIV. REIMBURSEMENT FOR OTHERS

Members of County boards, commissions, committees and authorities who are not regular County employees or elected officials, who serve without other compensation, shall be reimbursed for their travel expenses at the same mileage rate as is specified in Section VI. A. 1, for the use of privately owned motor vehicles. Mileage shall be computed from the residence of the member to the location of the County meeting. Notwithstanding any such reimbursement, these members shall not be deemed to be conducting County business during their commute to the site of any County meeting from their residence and the County shall not be liable for any damages to persons or property that may be sustained during this travel.

In the event that any such members are required to travel to any location outside of Cochise County in connection with their responsibilities on these bodies, they shall be entitled to the same reimbursement for such travel as is provided to a County employee under this policy.