



## Grant County, Washington Policies & Procedures

### POLICY NUMBER 1200

#### Travel, Training & Expense Reimbursement

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APPROVED: \_\_\_\_\_

*Richard Stevens*  
Richard Stevens, Chair, Board of County Commissioners

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Date Signed

LAST REVISED:   /  /  

CONTACT: Human Resources

### POLICY NUMBER 1200, Travel, Training & Expense Reimbursement

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### 1201 – Motor Vehicle Use

- 1201.1 Specifics: Grant County will provide employees the use of the County owned Motor Pool vehicles only for the purpose of conducting official County business. Grant County will reimburse employees for mileage when use of a personal vehicle for County business is necessary or required.
- 1201.2 County Owned Vehicles
- 1201.2.1 An employee's supervisor may authorize the use of Motor Pool vehicles to be used only on County business.
- 1201.2.2 The employee shall be responsible for maintaining the good appearance of the Motor Pool vehicle, and for adhering to careful driving practices and careful observance of all traffic laws and regulations at all times.
- (a) Washington State law prohibits anyone operating or riding in a Motor Pool vehicle without wearing a seat belt at all times.
- 1201.2.3 Employees are prohibited from operating a Motor Pool vehicle while under the influence of alcohol or drugs.
- 1201.2.4 Employees are prohibited from smoking in Motor Pool vehicles.

- 1201.2.5 County vehicles shall be parked in designated parking areas.
- 1201.2.6 County Motor Pool vehicles shall not be taken home, except under approval by an Elected Official/Department Head and then only on a temporary basis. The Board of County Commissioners may make exception for emergency and/or 24-hour personnel where lack of a County vehicle would prohibit their ability to perform the essential functions or have a major impact on their ability to do their jobs.
- 1201.2.7 County Motor Pool vehicles are assigned on a first-come first-served basis. Motor Pool vehicles are distributed through the Commissioner's Office.

1201.3 Privately Owned Vehicles

- 1201.3.1 The use of privately owned motor vehicles to conduct official County business may be authorized by an employee's supervisor when the following criteria have been met:
- (a) A County Motor Pool vehicle is not available; or
  - (b) It is found, mutually, to be more advantageous to the County and the employee that an employee travel in a privately owned vehicle; and
  - (c) The authorized supervisor and employee acknowledge the requirements/information contained in paragraphs 1201.3.2(a)-(d) herein below prior to authorizing and/or utilizing a personal vehicle for County business.
- 1201.3.2 (a) The employee is advised that many automobile insurance carriers exclude coverage for business use, and employees are to contact their insurance company and/or agent to discuss any potential coverage deficiencies in their automobile insurance policy. Furthermore, employees are advised that if a claim occurs involving their personal vehicle while on County business, their automobile insurance company may deny the claim, raise their rates, and/or even cancel their automobile policy. Grant County is not liable for such action taken by an employee's automobile insurance carrier, under any circumstances.
- (b) The personal vehicle is required to contain current proof of insurance, as required by law, and an Incident/Accident Reporting Kit, pursuant to the County's adopted Incident/Accident Reporting Procedure (see Policy No.

1100, Health & Safety, Section 1102, Incident/Accident Reporting);

- (c) Should an incident/accident occur while an employee is using a personal vehicle for County business, there is a burden of proof to show that the employee was on County business while operating their personal vehicle; and
- (d) Personal vehicles sustaining damage while used for conducting official County business are not covered as the primary insurer by the County's insurance policy. Any claim resulting from damage to an employee's personal vehicle will first be borne by the employee's personal vehicle insurance.

#### 1201.4 Driver's License Requirement

- 1201.4.1 No employee may operate a County vehicle or a privately owned vehicle for the purpose of County business without a valid Washington State Driver's License and valid insurance.
- 1201.4.2 Certain County positions require a Commercial Driver's License and the appropriate endorsements. Should such license or endorsements be revoked, suspended, or in any other way become outdated, invalid, or not in the employee's possession, the employee shall immediately notify the supervisor and will be immediately suspended from driving County vehicles. The employee may not resume driving until proof of a valid Washington State driver's license is provided to his/her supervisor. Depending on the position, duration of license suspension, revocation or other inability to drive, an employee may be subject to corrective action up to, and including, termination.

#### 1201.5 Report of Accidents

- 1201.5.1 All traffic accidents are to be reported by the employee pursuant to the County's Incident/Accident Reporting Procedure (see Policy No. 1100, Health, Safety & Security, Section 1102, Reporting Process).
- 1201.5.2 Incident/Accident Reporting Kits are kept in the glove compartment of each car and must be completed for any incident/accident.

## 1201.6 Drug Testing After Vehicle Accidents

1201.6.1 All employees involved in an accident (as defined by Policy 500, Standards of Conduct, Section 516, *Drugs and Alcohol/Fitness for Duty*) while on duty may be required to submit to alcohol and/or controlled substance testing entirely at the direction of the employer.

- (a) Use of alcohol or controlled substances following an accident is strictly prohibited;
- (b) Post-accident alcohol testing will be administered within two hours following the accident. Employee(s) required to take a post-accident alcohol test shall refrain from alcohol use or consumption for eight hours following an accident, or until he/she undergoes a post-accident alcohol test with a negative result, whichever occurs first;
- (c) Post-accident controlled substances testing will be administered within 32 hours following the accident;
- (d) An employee who is subject to post-accident testing shall remain readily available for such testing; e.g., be at their residence or some other mutually agreeable location. Otherwise, the employee may be deemed by the County to have refused to submit to testing;
- (e) Mandatory documentation is required after the first 2-hours for any delay in post-accident testing;
- (f) Grant County recognizes post-accident testing conducted by Federal, State or local officials having independent authority as meeting this requirement;
- (g) Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit the driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care;
- (h) Refusal to report an accident timely or refusal to submit to testing will be grounds for disciplinary action which may include termination of employment.

## 1201.7 Traffic Tickets/Parking or Moving Violations

1201.7.1 Payment of traffic and/or parking tickets incurred while using County Motor Pool vehicles or while using personal vehicles to conduct official County business is the sole responsibility of the employee driving the vehicle. Failure to pay such tickets before notification to Grant County by law enforcement agencies may result in corrective action, up to and including termination of employment.

1201.7.2 Any traffic violation, moving violation, and/or parking ticket incurred while using County Motor Pool vehicles or when using personal vehicles while conducting official County business must be reported to the employee's supervisor within two (2) working days of receipt of the ticket.

## 1201.8 Fuel

1201.8.1 County Motor Pool vehicles must be returned to Grant County with at least one-half (1/2) tank of fuel. Motor Pool vehicles shall be fueled at the Public Works Central Shop whenever possible. Credit cards are available for fueling Motor Pool vehicles at public service stations.

1201.8.2 Instructions for fueling vehicles are provided in the glove compartment of each car.

## **1202 – Travel Authorization & Expense Reimbursement**

### 1202.1 Specifics

1202.1.1 Reimbursable out-of-pocket expenses: Certain reimbursable out-of-pocket expenses may be required of an employee during employment. Any out-of-the-ordinary expenses are subject to prior approval by a supervisor. Expenses should be submitted monthly. Outstanding expenses at year end must be submitted by the January Accounts Payable cutoff date. Employees who incur exceptionally high expenses may submit an additional *Claim for Expenses* form (available on the County's intranet home page under "PDF Fill-In Forms") prior to end of the month. Specific information regarding permitted reimbursement and procedures are set forth below in this policy.

1202.1.2 Reimbursable Travel: In order to provide service to Grant County's citizens, and training and information for our employees, travel may be required. Employees may be required to travel outside of normal work hours and/or stay overnight outside of the area. Grant County will reimburse eligible employees for reasonable expenses associated with

such travel, subject to such travel and expenses having been previously approved. All work-related travel is subject to prior approval by the Elected Official or Department Head. All out-of-state travel is subject to prior approval by the Board of County Commissioners. Specific information regarding work travel is set forth below in this policy.

## 1202.2 Policy Definitions

- 1202.2.1 Day travel: Travel outside the County that exceeds six (6) hours but does not include an overnight stay. Travel outside of the County for six hours or less, or travel within the County, is not considered day travel.
- 1202.2.2 Eligible traveler: An employee that has been previously approved to travel for the purpose of conducting official County business.
- 1202.2.3 Emergency: The occurrence of unforeseen or exigent circumstances which may result in harm to the public good.
- 1202.2.4 Employee: Defined as Grant County officials and employees, members of boards or commissions, and volunteers as authorized by the appointing authority, and other person allowed by law, grant, or contractual agreement.
- 1202.2.5 Government rate: The discounted rates offered to government employees, in the course of conducting official business, by lodging establishments, rental car agencies and other providers of services to government employees.
- 1202.2.6 Official County business: Business that relates directly to a person's work function and is both essential and necessary for County business and includes, but is not limited to:
- (a) Conducting legitimate County business such as fulfilling normal job functions, negotiating agreements, inspecting or purchasing equipment, coordinating with other governmental agencies;
  - (b) Obtaining information or training directly related to a person's official function; or
  - (c) Serving as an official representative of Grant County.
- 1202.2.7 Overnight travel: Travel that exceeds twelve (12) hours and occurs at least fifty (50) miles from the designated work location, except as otherwise approved.

### 1202.3 Travel/Expense Authorization

1202.3.1 Department Heads, Elected Officials, and their designees who approve travel and travel arrangements shall authorize travel in advance, except when an emergency arises that requires travel to commence within twenty-four hours. If expenses are incurred without prior authorization, the presiding elected official or designee will determine whether an emergency existed and the expenses are reimbursable. The person requesting reimbursement will be responsible for payment of expenses that were incurred without prior authorization and subsequently determined not to constitute an emergency.

1202.3.2 Persons authorizing travel shall not be subordinate to the requester, shall ensure that the traveler is provided information about the applicable travel expense reimbursement policies prior to incurring travel expenses and shall apply, at a minimum, the criteria outlined below in making decisions on granting or denying such requests.

- (a) Requested travel shall be for the conduct of official County business. The travel request shall describe the relationship between the travel and work functions and indicate what benefit the County will receive from the travel. Any available printed material indicating the overall content and quality of the event shall be attached to the travel request. The number of persons engaging in a given travel activity shall be the minimum necessary to achieve the expected benefit.
- (b) Travel requests shall be accompanied by a travel itinerary and itemized list of anticipated expenditures. Expenditure plans must be reasonable and budgeted monies for reimbursement must be available and authorized.
- (c) Travel plans must include the travel alternative that is most economical and/or advantageous to the County; all costs (travel, labor, etc.) should be considered in making this decision. The personal travel plans of the employee shall not influence these criteria.
- (d) For non-mandatory attendance at job-related seminars, conferences, conventions or training, travel may be authorized with reimbursement at less than the rates otherwise authorized, provided that the reduced reimbursement rates are mutually agreed to in writing by the person authorizing the travel and the traveler prior to the travel.

- (e) The approval process should ensure that travelers on official County business are not treated differently under like travel circumstances.
- (f) If the person is to maintain employment/business status during the travel, travel authorization is required even if the County will not be funding the travel expenses.

1202.3.3 In State Travel: Travel for official County business within the State of Washington is subject to prior approval by the Elected Official or Department Head.

1202.3.4 Out of State Travel: Travel for official County business out of state is subject to the prior approval by the Elected Official or Department Head and by the Board of County Commissioners. Employees and officials should endeavor to attend training and conferences within the state whenever possible.

#### 1202.4 Health and Safety of Travelers

1202.4.1 The health and safety of travelers is a top priority in the conduct of travel related activities. It is advantageous to the County to establish and alter travel plans and itineraries with consideration of hazardous inclement weather and other situations that could threaten the health and safety of County personnel. When this occurs, travelers should:

- (a) Promptly notify their supervisor of the change in travel plans; and
- (b) Note the reason for any additional expense on their travel expense voucher.

#### 1202.5 Authorization for Reimbursement

1202.5.1 Requests for expense reimbursement are documented on a *Claim for Expenses* form (available on the County's intranet home page under "PDF Fill-In Forms") and authorized for reimbursement as follows:

- (a) Elected Officials and Department Heads authorize claims for their employees;
- (b) The Board of County Commissioners authorizes claims for Department Heads; and
- (c) The Auditor authorizes claims for Elected Officials and the Board of County Commissioners.

- 1202.5.2 Eligible travelers on official County business shall exercise good judgment in incurring expenses in order to avoid unnecessary or excessive County expense which, if incurred, may not be authorized for reimbursement.
- 1202.5.3 The Accounting department shall be responsible for disseminating the *Claim for Expenses* form.

## 1202.6 General Rules

- 1202.6.1 Employees traveling on official County business shall exercise good judgment in incurring expenses in order to avoid unnecessary or excessive County expenses which, if incurred, may not be authorized for reimbursement. Travel requests and reimbursement claims shall strictly conform to the provisions of this policy and other applicable laws, grants, contracts or policies.
- 1202.6.2 The traveler shall be responsible for excess costs and additional travel expenses resulting from taking an indirect route or delaying the return trip for personal preference or convenience, except that additional travel expenses may be approved and reimbursed if an indirect route or delay reduces the County's total costs. Additional travel expenses paid under this provision are subject to the reimbursement limitations specified in this policy and, considering both salary and travel expenses, must not exceed the documented savings.
- 1202.6.3 The provisions of this policy shall apply to both domestic and foreign travel, except that the limits on travel expense reimbursements for transportation, lodging, and meals and incidentals shall apply only to travel within the continental United States, which shall consist of the forty-eight (48) contiguous states and the District of Columbia. Transportation, lodging, and meals and incidental expense reimbursement for travel outside the continental United States shall be based upon actual expenses to a maximum of the overseas rates established by the federal General Services Administration for federal travel to the specific location, subject to all other provisions of this policy.
- 1202.6.4 No travel or meal expense that would not be a reimbursable expense under this policy may be the object of a direct expenditure of County funds.
- 1202.6.5 All claims for reimbursement must be signed by the claimant and approving authority and submitted to the Accounting department as soon as possible and no later than ten (10) days after return from travel.

1202.6.6 Any person who knowingly approves or pays, or causes to be approved or paid, a false or untrue claim shall be punishable and civilly liable under RCW 42.24.110.

1202.7 Transportation Costs

1202.7.1 The County will pay the actual and necessary costs of transportation of conducting official County business as follows:

- (a) Travel shall be by the method of transportation and route that will be most advantageous to the County, considering the cost of transportation, other travel expenses and salary. The excess cost of first class or business class fare for a given mode of travel shall not be reimbursed when less expensive fares are available. When a private mode of transportation is used in lieu of a more customary form of transportation to the event site, travel expenses shall be reimbursed at the lesser of the two costs.
- (b) When automobile transportation is necessary, a County vehicle shall be used whenever practical (see Section 1201 above, Motor Vehicle Use). The use of a private automobile can only be authorized for travel pursuant to the above-referenced Motor Vehicle Use Policy; an employee's reimbursement for mileage when using a personal vehicle shall be at the current published County rate. When rental vehicles are authorized, government rates must always be requested. Reimbursement for parking shall be the actual cost, except as provided by a collective bargaining agreement, prevailing law, or contract.
- (c) The starting and ending locations of travel are the official work place or the residence, depending on the work schedule and the work status of the traveler at the time of departure and arrival.
- (d) Transportation between a person's home and regularly assigned workplace is not reimbursable, except that members of regional committees who are not full-time elected officials may be reimbursed actual parking and round-trip mileage expenses, at the current published County rate, between the member's workplace or residence and the location of the regional committee meeting.
- (e) When reasonable, two or more employees should travel in one vehicle.
- (f) Commercial transportation (e.g., airlines, railways, etc.) may be reimbursable while on official County business, at actual

costs. Approval and receipt are required for reimbursement. Travel tickets are to be tourist class *via* the most cost effective route. Commercial transportation used in lieu of more economical motor transportation should be consistent with what would be considered reasonable for the circumstances.

1202.8 Lodging Costs: Lodging costs actually incurred are reimbursable only as follows:

1202.8.1 Lodging costs will be reimbursed only if a person is in overnight travel status. Government rates must always be requested. Lodging receipts are required. Lodging costs in the host city may be claimed from the night before the authorized event starts through the night before it ends, unless reasonably priced and timely return transportation is not available, thereby necessitating additional lodging costs.

1202.8.2 The traveler shall be reimbursed for actual lodging costs incurred for single occupancy, as long as those costs are consistent with what would be considered reasonable for the area and circumstances and/or to a maximum of the federal lodging limit (published in the Code of Federal Regulations, 41 CFR §301, App. A, as rate changes occur) for the host city plus taxes. If the lodging receipt indicates a charge for double occupancy and two persons are authorized to travel on behalf of the County, each traveler shall be allowed one-half the double occupancy charge. If one person is not authorized to travel on behalf of the County, the person authorized to travel shall be reimbursed at the single occupancy rate to a maximum of the federal lodging limit.

1202.8.3 For seminars, conferences or conventions, costs for lodging at the event site may be authorized in excess of the federal lodging limit for the host city under the following conditions:

- (a) No alternate lodging is available within a reasonable distance of the event site which is within the federal lodging limit for the host city. The traveler must provide a signed statement of unavailability with the request for reimbursement; or
- (b) The authorized means of transportation between the alternative lodging site and the event site would exceed the savings in lodging costs; or
- (c) The presiding elected official, or his or her designee, has authorized the excess expenditure in writing and in advance for any exigent circumstances which may exist.

## 1202.9 Miscellaneous Expense Reimbursement

- 1202.9.1 Miscellaneous expenses related to official County business travel which are considered essential and reimbursable will be at actual costs. Receipts are generally required for reimbursement. These include but are not limited to:
- (a) Registration fee of a seminar, conference, convention or similarly organized program subject to any limitations previously set forth in this policy.
  - (b) Taxi fares, motor vehicle rentals, parking fees, ferry and bridge tolls to and from place of business.
  - (c) Rental of a room in a hotel or other facility that is used to transact official business.
  - (d) Charges for necessary word-processing services, photocopies or facsimile (fax) transmissions in connection with the preparation of reports and/or correspondence for official County business.
  - (e) Traveler's checks.
  - (f) Baggage handling service, when necessitated by physical limitations or when carrying excessive baggage or equipment required for an official business purpose, may be claimed.
  - (g) A miscellaneous non-travel expense related to official County business is reimbursable if the expense is under one hundred dollars (\$100.00) and approved in advance by the presiding Elected Official or designee.
- 1202.9.2 Reimbursement for training/meeting expenses such as beverages and food items (not including full meals) are eligible expenses if the following criteria are met:
- (a) Training/meeting must be comprised of County employees and/or outside persons but must pertain to official County business.
  - (b) Training/meeting must be for at least a full day; e.g., at least 6 hours in duration.
  - (c) If training is performed by a non-County employee, the cost of their meals may be covered.

- (d) All expenses are subject to prior approval by the Board of County Commissioners.

## 1202.10 Meal Reimbursement

### 1202.10.1 In Travel Status

- (a) A traveler may be reimbursed for meal expenses *only* after the traveler is in travel status for three hours beyond the traveler's regularly scheduled working hour for any one day. The three hours may consist of hours occurring before, after, or a combination of both before and after the traveler's regularly scheduled working hours for the day.
- (b) Costs for meals while traveling on official County business will be reimbursed on a per diem basis and include tips and gratuities (these rates may increase subject to high cost areas based on governmental CONUS tables; accessible at [www.gsa.gov/portal/category/2187](http://www.gsa.gov/portal/category/2187)):
  - (1) Ten dollars (\$10.00) for breakfast (only reimbursable on departure day if employee leaves prior to 6:00 a.m.);
  - (2) Fifteen dollars (\$15.00) for lunch; and/or
  - (3) Twenty-five dollars (\$25.00) for dinner (only reimbursable on return day if employee arrives after 7:00 p.m.).
- (c) When the expense of a meal is included in a registration fee, air fare or other County expense, the per diem meal must be reduced by the fixed allowance for the respective meal.
- (d) The eligible traveler must provide written justification, with elected official or department head approval, for any reimbursement request that exceeds the maximums.
- (e) Meal reimbursement shall *not* include reimbursement for:
  - (1) Alcoholic beverages;
  - (2) Meals for anyone other than the eligible traveler; or
  - (3) Meals that are otherwise included with training, seminar, conference, air fare, or hotel registration fee(s).

### 1202.10.2 Non-Travel Status

Costs for meals when not in travel status, but on official County business, may occasionally be reimbursable on a non-per diem basis. Notation as to the reason for the meal reimbursement request must be provided: e.g., "Attendance required at lunchtime meeting with presentation to County boards", etc.

### 1202.10.3 Non-Reimbursable Meal/Refreshment Costs

Meal and refreshment costs are neither reimbursable, nor may they be paid by the County as a direct expenditure when:

- (a) They are included in another County expense, regardless of whether the person partakes in the meal or refreshment; or
- (b) They are incurred for recreational or social events such as office parties, going away parties, retirement parties, or other personalized social events; or
- (c) It would violate the provisions of Article VIII, Section 7 of the state Constitution, which prohibits the gifting of public funds.

1202.11 Professional Memberships/Licenses: Employees may have an opportunity to participate in professional associations and acquire licenses or certifications, which promote Grant County's goals and the employee's own professional development. The request shall be in writing and document the cost and benefit to the employee and Grant County and is subject to prior written approval by the supervisor.

1202.12 Appointed Boards, Commissioners and Special Speakers: For those who are appointed to boards, serve as Commissioners, and/or are special speakers that are dealing with County business (inclusive of County staff):

1202.12.1 Meetings held during meal times are eligible to be reimbursed with prior approval from the Board of County Commissioners; and

1202.12.2 Host agencies may also cover the cost of meals.

1202.13 Non-Reimbursable Personal Expenses: Miscellaneous travel expenses not directly related to the conduct of official County business are not reimbursable and personal expenses are not considered essential to the transaction of official County business.

1202.13.1 Generally, non-reimbursable expenses include, but are not limited to, the below list. Any request for an exception to the below expenses must include written justification and be submitted, along with a *Claim for Expenses* form (available on

the County's intranet home page under "PDF Fill-In Forms"), and are subject to approval by the Elected Official or Department Head.

- (a) Laundry and valet service, room service charges in excess of the meal itself, entertainment expenses, radio or television rental and other items of a similar nature.
- (b) Taxi fares, motor vehicle rental and other transportation costs to or from places of entertainment and other similar facilities.
- (c) Costs of personal trip insurance and medical and hospital services.
- (d) Personal telephone calls, except in emergency situations or necessary notification of extension of travel plans.
- (e) Alcoholic beverages and tobacco products.
- (f) Entertainment expenses including, but not limited to, in-room movie charges, clothing, personal sundries and services.
- (g) Room service costs that exceed the fixed rate established for the meal incurred and valet service, except when necessitated by physical limitations.
- (h) Fines and penalties.
- (i) Dependent care, except as may be provided through a County benefits program.
- (j) Any unreasonable or unnecessary expense, as determined by the appropriate Elected Official or Department Head, which may be otherwise permitted under this policy.

1202.13.2 The County shall not provide funding of travel expenses when a source of reimbursement other than the County is specified in county, state, or federal law or policy. In cases where reimbursement is available from another source, the County may, at the option of the approving authority, pay the difference between what the County policy would allow for the total travel activity and the total reimbursed from the other source for expenses reimbursable under the provisions of this policy, but shall not selectively reimburse for only specific items with differing reimbursement rates between the County and the other source.

1202.13.3 Expenses for spouses, guests, family members or fellow employees are non-reimbursable.

1202.14 Travel Expense Advances

1202.14.1 Advance travel funds may be available to County employees that do not have a valid County issued travel card. Advance travel funds are administrated though the Auditor's office. Separate authorized travel advance funds are administrated by the Sheriff's Office and the Grant Integrated Services Department for employees of those departments, respectively.

- (a) *Advance Travel Funds Request* forms, available from the Accounting Department, must be approved and submitted to Accounting at least three (3) days prior to the date the advance is needed. The advance will normally be issued one (1) business day prior to travel.
- (b) The Accounting department shall be responsible for disseminating the *Advance Travel Funds Request* forms.
- (c) A reconciliation of the advance against reimbursable expenses must be completed on a *Claim for Expenses* form as soon as possible and no later than ten (10) days after return from travel. Receipts for all expenses, except mileage, must accompany the *Claim for Expenses* form. If the advance was less than reimbursable expenses, the difference will be paid to the eligible traveler. If the advance was more than reimbursable expenses, the eligible traveler must attach a personal check or money order (payable to Grant County) to the *Claim for Expenses* form.
- (d) Failure to submit a timely and proper claim or to reimburse the County for excess monies shall render the official or employee receiving such advance personally liable for the full unpaid amount plus interest at ten percent per year from the date of default until repaid and the County shall thereupon have a prior lien against and a right to withhold all funds payable or to become payable by the County to such official or employee.
- (e) No official or employee who is delinquent in accounting for or repaying a prior advance will be given a subsequent advance.
- (f) The County Auditor shall be notified by the Accounting department of the untimely or improper claim or reimbursement to the County for excess monies and will provide written notice to the official or employee of the

untimely or improper claim and the policy set forth in paragraphs 1202.14.1(d) and (e) above.

(g) Under no circumstances shall any advance be considered as a personal loan to any official or employee and any unauthorized expenditure of any such advance shall be deemed a misappropriation of public funds.

1202.15 State of Washington Travel Policy or County Policy: Very few positions are funded in a way that permits travel expense reimbursement under the State of Washington Travel Policy; in cases that are, eligible travelers may choose to utilize either the State Travel Policy or this County policy, but not both.

## **1203 – County Travel Card Program**

### 1203.1 General

1203.1.1 Grant County authorizes and provides for certain electronic payments to be made by County employees to improve cash management, reduce costs, and increase efficiency for conducting County business. This includes the County's Travel Card Program.

1203.1.2 Qualifying employees may be issued a County travel card, which is to be used solely for travel related expense or services required as part of approved travel on behalf of Grant County. Card usage for travel and meal expenses is governed by Section 1202, *Travel Authorization & Expense Reimbursement*.

1203.2 See Policy 500, Section 512.5 for Specifics: Policy 500, Standards of Conduct, Section 512.5, *County-Issued Credit Cards* contains specific information relating to:

- The County Procurement/Credit and Travel Card Program;
- Acceptance of Electronic Payments by the County; and
- Creation/Issuance of Pre-Paid Cards.