

**COUNTY OF ORANGE, VIRGINIA
PERSONNEL POLICIES MANUAL**

TRAVEL AND TRAVEL EXPENSE REIMBURSEMENT

POLICY NO.: 3.8

**EFFECTIVE: 11/1/96
REVISED: 11/1/2003
UPDATED: 06/25/2007**

OVERVIEW: This policy defines the policies and procedures for approval of job-related travel and reimbursement for authorized expenses. It also establishes guidelines for reimbursement of business meals and use of personal vehicles for local and regional travel. It is the intent that the County will reimburse individuals traveling on official County business for reasonable and necessary expenses incurred. As always when incurring expenses to be paid by the County, economy, prudence, and necessity are of primary concern. Expenses incurred that have not received proper approval, that fall outside the parameters described in this policy, or that are not documented in accordance with this policy will not be reimbursed.

SCOPE: This policy applies to all County employees regardless of employment status.

PROVISIONS:

A. Definitions

1. Authorized Travel. Travel to be performed by employees that is reviewed and approved in the budget process and for which funds are included in the budget.
2. Local Travel. All daily travel to be performed within the boundaries of Orange County by employees in accomplishing their assigned duties is considered local travel.
3. Regional Travel. All daily travel to locations outside the boundaries of Orange County for the purpose of attending meetings, training, or other official functions is considered regional travel. Regional travel requires Department Director or Constitutional Officer approval.
4. Extended Travel. All overnight trips to destinations outside Orange County to attend meetings, conferences, training, or other work-related functions is considered extended travel.

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B. Approval

Travel requiring overnight accommodations must be pre-approved by the Department Director or Constitutional Officer or by the County Administrator (for Department Directors) by submitting a Request for Travel Approval/Expense Reimbursement Form, Orange County Form 3.8.1, accompanied by justification for the trip and any appropriate literature (for conferences, seminars, etc.). Cost of the travel must be within the department's approved travel budget. Requests to transfer funds to support travel must be submitted to the County Administrator for approval. Such requests must be accompanied by the Travel Request/Approval Form.

C. Expense and Reimbursement Guidelines

1. **Transportation in Route and Return.** Travelers are expected to use the most direct, practical, and economical mode and route of travel. Transportation is paid only if it is reasonable and necessary to accomplish the County's business.

- a. **County Vehicle.** County vehicles should be used for day and overnight travel whenever practical and possible.
- b. **Personal Vehicle.** Personal vehicles may be used for transportation for local, day, or overnight travel only when a County vehicle is not available or use of a County vehicle is impractical. The rate of reimbursement for use of a personal vehicle is equal to the rate established by the State of Virginia. This is currently \$.445 per mile. Reimbursement for the cost of using a personal vehicle for authorized travel in lieu of an available County vehicle for the convenience of the employee will be at \$.27 per mile. Finance will publish changes to these rates as they occur. Reimbursement for cost of use of a personal vehicle (including any lodging and meal costs) in lieu of commercial transportation will be made only up to the cost of the use of commercial transportation to the same destination. At the employee's request, payment is provided for travel in personal vehicles that is necessary during the course of a workday. The distance normally traveled from home to the worksite (or the equivalent distance), is not payable. In the event an employee has an accident while driving a personal vehicle on County business, the employee's insurance will be responsible for all damage, injury, or other loss. The County will reimburse the employee for the cost of a deductible up to \$250.
- c. **Commercial Transportation.** Employees will use the most economical and efficient mode and route of travel and will only be reimbursed for travel necessary to accomplish the County's business. Reimbursement for commercial transportation will not exceed the rates for tourist or coach rates. Whenever possible, the cost of

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transportation will be paid using a County purchase order or County credit card. Original receipts and used ticket stubs must accompany all requests for reimbursement for commercial transportation expenses.

2. **Transportation at Destination.** Travelers are expected to use the most economical means of transportation at their planned destination. Travelers are encouraged to use transportation to and from the airport or train station in the following order:

- Courtesy Transportation
- Airport Limousine or Shuttle Bus
- Subway or Light Rail
- Taxi Cabs
- Rental Cars

The cost of rental cars will not be reimbursed except under extraordinary circumstances as approved by the Department Director, Constitutional Officer, or County Administrator. Employees authorized to enter a contract for use of a rental vehicle will be authorized to use a standard-size vehicle, unless a larger vehicle is required to accommodate the number of persons participating in the business purpose of the trip.

3. **Lodging.** Travelers are expected to use the most economical alternative with respect to lodging. Reimbursement for lodging will not exceed the rates listed in the **Lodging / Meals and Incidental Expense (M&IE) Guideline Tables** for in-state (Table 3.8.1) and out-of-state destinations (Table 3.8.2). These rates are established by the State of Virginia. Finance will publish changes as they occur. As an exception, when attending a conference or seminar held at a lodging facility, travelers may be reimbursed for the cost of staying at that facility. Similarly, the County will reimburse expenses in excess of the table rates when there is a conference-designated lodging location. The County will reimburse for lodging at the single room rate. When lodging is included in the registration fee, the traveler will not be reimbursed for alternative lodging accommodations. Whenever possible, the cost of lodging will be paid using a County purchase order or County credit card. Original receipts for lodging must accompany all claims for reimbursement.

4. **Meals and Incidental Travel Expenses (M&IE).** Generally, meals and certain incidental travel expenses are reimbursable on a per diem basis (not actual expenses) for official extended business travel. Standard meal and incidental reimbursement guidelines (including all related taxes and tips) are provided in the **Lodging / Meals and Incidental Expense (M&IE) Guideline Tables**. When high cost lodging reimbursement is authorized under the provisions of paragraph 3 above, employees may request approval for reimbursement of actual meal expenses. When actual meal expense reimbursement is approved, receipts are

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required. Regardless of destination, a flat \$3 per diem amount is paid for each day of overnight travel for incidental expenses such as bellhop/waiter/taxi/limousine tips, personal telephone calls, laundry, and transportation between lodging or business and places where meals may be taken. The M&IE Rate Table below provides individual meal reimbursement amounts based on the per diem rates shown in the **Lodging/M&IE Guideline Tables**. These rates should be used to determine the M&IE reduction which must occur where meals are provided at no cost during an overnight travel period, or on travel days which begin or end to exclude one of the following designated meal periods.

Breakfast: 7:00 – 9:00 am
Lunch: 12:00 – 2:00 pm
Dinner: 5:00 – 7:00 pm

Total	\$39	\$44	\$49	\$54	\$59
Breakfast	\$7	\$8	\$9	\$10	\$11
Lunch	\$11	\$12	\$13	\$15	\$16
Dinner	\$18	\$21	\$24	\$26	\$29
Incidentals	\$3	\$3	\$3	\$3	\$3

For example, if a lunch is provided at no cost to the traveler in an area where the M&IE rate is \$39 per day, the amount of reimbursable per diem for that day is decreased by \$7.00. Similarly, if the first day of travel to a \$39 area begins at 10:00 am, the allowance for per diem for that day is reduced by the allocation for breakfast of \$7.00. Also, if the travel from a \$39.00 area ends at 3:00 pm, the per diem for that day is reduced by the allocation for dinner of \$18.00. Receipts are not required to receive per diem in accordance with the above table.

5. **Official Business Meals.** Generally, reimbursement for meals is not authorized for other than extended travel. When it is determined by the County Administrator, Constitutional Officer, or Department Director to be in the best interests of the County, reimbursement may be authorized for official business meals during regional or local travel. Generally, these will be “representational” events when the County official is hosting someone from outside the County. When authorized, reimbursement will be based on actual expenses. Receipts are required.

6. **Allowed Expenses.** The following additional expenses are allowed for reimbursement above transportation, lodging, and M&IE:

- a. Taxes and surcharges paid by the traveler for lodging

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- b. Business telephone calls, modem charges, telegrams, and facsimiles made for official business
- c. Tolls and parking fees when paid for by the traveler in the course of conducting official County business
- d. Others as required to accomplish County business and not elsewhere excluded

Additional individual expenses must be identified when filing for reimbursement. All individual expenses in excess of \$20 must be supported by receipts.

7. The following expenses will not be reimbursed:

- a. Articles lost or stolen during travel
- b. Alcoholic beverages
- c. Damage to personal vehicles, clothing, or other items
- d. Services to gain entry to a locked vehicle
- e. Movies charged to hotel bills
- f. All expenses related to the personal negligence of the traveler, such as fines
- g. Personal entertainment expenses
- h. Towing charges (unless for repair of a County-owned vehicle)
- i. Expenses for children, spouses, and companions while on travel status

The above list is not all-inclusive. Travelers should use prudent judgment and remember that all travel expense accounts are open to the public and must sustain the test of public review.

D. Reimbursement Procedures

- 1. Employees must file claim for reimbursement for expenses covered under this policy no later than 30 calendar days from the return date of the travel or, in the case of business meals, the meal requested for reimbursement.

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2. Reimbursement for authorized local and regional use of a personal automobile will be made based on submission of an appropriately approved Form 3.8.2 detailing the miles traveled.
3. Reimbursement for extended travel expenses will be on Orange County Form 3.8.1. When they are required by this policy, original receipts and ticket stubs will be attached to the form when it is submitted.
4. Knowingly submitting a false or inaccurate claim for travel/meal expense reimbursement will result in disciplinary action up to and including dismissal from County employment and may result in criminal penalties.
5. Requests for reimbursement will be approved and signed by the Constitutional Officer or Department Director. Department Director requests will be approved and signed by the County Administrator.

E. Advance Travel Payment

1. To reduce the financial impact of travel on its employees and reduce the requirement for advance travel pay, it is the policy of the County to directly pay commercial transportation, lodging, conference registration fees, and tuition for training through purchase orders or use of a County credit card.
2. To further minimize the potential adverse impact of official travel, County employees who have not been issued a County credit card may draw an advance pay up to the amount of the anticipated per diem reimbursement in accordance with M&IE entitlement for the planned travel. Advance travel pay will be requested using Orange County Form 3.8.1 and will be approved at the time and by the official approving the travel. Once advance travel pay is authorized, a copy of the Form 3.8.1 will be submitted to Finance through the Constitutional Officer or Department Director with a County Request for Payment Form.
3. Individuals who obtain advance travel payment are required to file County Form 3.8.1 no later than 14 calendar days after completion of the travel. A Form 3.8.1 is required to be filed even if no additional reimbursement for travel costs is anticipated. If the advance travel payment exceeds the determined reimbursement authorized at the conclusion of the travel, (for example, the trip is cut short and one less day of per diem is authorized) then the employee must refund the difference to the County with a check payable to the Treasurer of Orange County at the time he/she files the Form 3.8.1. If the 14 calendar day limit has passed and no travel reimbursement form is filed, the amount of the travel advance will automatically be deducted from the employee's monthly pay.

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IN-STATE Lodging / M&IE Guidelines

The following table provides guidelines for Lodging, Meals, and Incidental Expenses that are allowable to the IN-STATE traveler for reimbursement. For the cities of Alexandria, Fairfax, Falls Church, and the counties of Arlington, Fairfax, and Loudoun, see the Washington, DC, listing in the Out-of-State table. If a location is not listed, the standard rate applies.

IN-STATE Location	Lodging Rate <u>Excludes</u> taxes and surcharges	Meals and Incidental Expense (M&IE) Rate <u>Includes</u> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken
Standard	\$60	\$39
Exceptions		
Charlottesville	87	44
Lynchburg	68	44
Manassas (Prince William County)	87	39
Petersburg (1)	77	30
Richmond (2)	102	54
Roanoke	76	44
Tidewater (3) (6/1-8/31)	129	54
Tidewater (3) (10/1-3/31)	68	54
Accomack County (7/1-8/31)	111	49
Accomack County (10/1-6/30)	78	49
Williamsburg (4) (4/1-10/31)	99	38
Williamsburg (4) 10/1-3/31)	70	54
Wintergreen	125	46
Woodbridge	80	44

(1) Petersburg includes: Colonial Heights and Hopewell and Dinwiddie and Prince George Counties.

(2) Richmond includes: City of Richmond and Chesterfield and Henrico Counties.

(3) Tidewater Region includes: Norfolk, Chesapeake, Portsmouth, and Virginia Beach.

(4) Williamsburg includes: Gloucester, Hampton, Newport News, Yorktown, and York County.

Table 3.8.1

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OUT-OF-STATE Lodging / M&IE Guidelines

The following table provides guidelines for expenses that are allowable to the **OUT-OF-STATE** traveler for reimbursement. If a location is not listed, the standard rate applies.

OUT -OF- STATE Location	Lodging Rate Excludes taxes and surcharges	Meals and Incidental Expense (M&IE) Rate Includes tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken
STANDARD	\$88	\$44
EXCEPTIONS		
Atlanta	124	49
Baltimore	148	59
Boston	203	64
Charlotte	78	49
Chicago	173	64
Cincinnati	86	54
Cleveland	98	54
Dallas	111	59
Denver	127	49
Detroit	100	44
Forth Worth	120	44
Houston	95	59
Kansas City	96	49
Las Vegas	114	64
Los Angeles	110	64
Miami	157	59
Minneapolis/St. Paul	113	64
New Orleans	148	59
New York City	274	64
Orlando	114	49
Philadelphia	138	64
Phoenix (1/1 - 4/15)	141	59
Phoenix (4/16 - 12/31)	109	59
Pittsburgh	100	54
San Antonio	103	54
San Diego	131	64
San Francisco	140	64
Seattle	136	64
St. Louis	103	59
Washington, DC (1)	195	64

(1) Includes: Cities of Alexandria, Falls Church, Fairfax; Virginia counties of Arlington, Loudoun, Fairfax; and, Maryland counties of Montgomery and Prince George.

Table 3.8.2

ORANGE COUNTY
Request for Payment - Local and Regional Use of Personal Vehicle

Employee Name _____ Month _____ Year _____

Employee Address _____

Employee Number _____ Department _____

Date	Miles	Rate	Total
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

Date	Miles	Rate	Total
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			

Total Mileage _____ Rate @ \$.445 per mile = _____

Total Mileage _____ Rate @ \$.270 per mile = _____

I certify that the above expenses were incurred by me while on County business on the dates stated in accordance with Orange County Policy 3.8.

Employee Date

I certify that the above expenses conform to the Orange County Policy 3.8 and are to be charged as indicated below.

Director/Constitutional Officer/Cty Adm Date

Account to be Charged	Amount
_____	_____
_____	_____
_____	_____
_____	_____