Travel Request Procedures

June 2013
Travel Requests Procedures

• **Important**: At least one designated staff member from every County department is required to complete the on-line travel training presentation annually.

• All newly elected or appointed County officials are required to complete the on-line travel training presentation annually.

• The approved County travel policy may be found at the following link: [http://www.epcounty.com/auditor/forms/default.htm](http://www.epcounty.com/auditor/forms/default.htm)
Important: Please note incomplete travel requests will be returned to the requesting party to complete and re-submit. Any increase in costs that result from this undue delay will not be borne by the County.

- Requests should be made in advance of travel by at least 45 days (for review and best pricing)
- A conference agenda must accompany all travel requests
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• Upon completion of travel/training the travel expense voucher and supporting documentation is required to be remitted to the accounts payable division of the Auditors office within 30 calendar days from date of return.

• Employees with outstanding travel advances will not be considered for subsequent travel/training requests in accordance with travel policies.
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Credit Card Usage

• Credit cards may continue to be used for certain travel related costs in accordance with credit card usage policies.
  – Credit cards may only be used to purchase airfare, reserve and pay for hotel rooms, pay conference registration and reserve and pay for rental cars. (rental arrangements made through purchasing with Enterprise are direct billed to the County and do not require payment by the employee.)
  – Expenditures incurred that do not ultimately receive committee or commissioners court approval will be the responsibility of the employee in accordance with credit card usage policy.
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Travel Justification Form

• All County funded requests must include a completed and signed Travel justification Form A. These forms can be found on the County’s website at the following link: [http://www.epcounty.com/auditor/forms/default.htm](http://www.epcounty.com/auditor/forms/default.htm)
  – These forms must include the statutory cite for training requirements if applicable.
  – Forms also require the number of hours completed during the current term of office or calendar year, whichever is applicable.
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*NEW* Non-County Funded Travel Disclosure Report

• All employees are requested to voluntarily report any and all non-county funded travel on disclosure report (Form B).
  – These forms can be found on the County’s website at the following link: http://www.epcounty.com/auditor/forms/default.htm
  – This information should be reported to the County within the same 30 day travel report time constraint.
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Airfare

• Airfare estimates should be the lowest possible fare and include print screen from the airline.
• Please include applicable luggage fees when appropriate.
• Flight changes require legitimate business purpose or personal emergency to be considered for reimbursement.
• Flight cancellations will result in a credit voucher that must be used by the individual or another county employee on county approved travel within 12 months from original departure date or employee is personally liable for reimbursement.
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Mileage Reimbursement

• If traveling by vehicle and requesting mileage reimbursement it will be limited to equivalent airfare costs.

• Mileage reimbursement is only allowed if traveling in a personally owned vehicle.

• Total mileage should be calculated and will be verified for reasonableness using an estimator such as MapQuest.
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Rental car, shuttle, taxi, gas

• Travel at destination city that requires the use of shuttle or taxi will be permitted only if complimentary hotel shuttle is not available. Please include acknowledgment of hotel shuttle availability.
• Rental car will be permitted if usage of shuttle or taxi to get to destination is not cost effective.
• If using a rental car please contact Purchasing (Joe Lopez) to make arrangements for Enterprise Rent a car, this vendor currently contracts with the County at greatly reduced rates.
• If you are renting a car please do not forget to request gasoline allowance for the vehicle.
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Lodging

• Travel that requires an overnight stay is allowable. Unnecessary overnight stays will not be permitted. If your training starts first thing in the morning you are permitted to fly in and stay in the Hotel the night before. Hotel nights for the final day of training are not permitted unless the return trip is unavailable for the same day. Hotel costs related to early arrival and late departure will not be covered.

• It is required to include the Hotel/Motel taxes in the request for Lodging, this rate may be obtained by calling the Hotels toll free number.
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Meals

• Meals are covered through a per diem at a rate of $36.00 per full day.
• Per diem on the day of departure before noon is $27.00.
• Per diem on the day of departure after noon is $18.00.
• Per diem on the day of return before five is $18.00.
• Per diem on the day of return after five is $36.00.
• Conferences where meals (other than continental breakfast) are included with registration costs should be reduced accordingly by the following amounts.
  • Full breakfast reduce per diem by $9.00
  • Lunch reduce per diem by $9.00
  • Dinner reduce per diem by $18.00
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Registration

• Registration fee requests must be supported by conference registration supporting documentation.
• For ease, the County Auditors office can pay registration fee directly to the Vendor on a separate travel request form.
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Unallowable Expenses

• Tips
• Alcohol
• Gifts
• Hotel Movies
• Supplies, Books, other items required to be purchased through the County Purchasing Agent.
Important: Please note incomplete travel requests will be returned to the requesting party to complete and re-submit. Any increase in costs that result from this undue delay will not be borne by the County.
Important: An appeal for reimbursements of unapproved cost will only be permitted once every 24 months. (from date of the appealed travel)