

RESOLUTION NO. 314-18

8-28-18

COL Amend Travel Policy

Authorizing the amendments to the Cayuga County Travel Policy, No. 55 for County Employees.

BY: Hon. Ryan Foley, Chairman Government Operations

WHEREAS, the County Legislature has adopted numerous policies and procedures for conducting County business and others which are mandated by Federal and State governments; and

WHEREAS, the County wishes to amend the Cayuga County Travel Policy No. 55 as attached; now therefore be it

RESOLVED, The Cayuga County Legislature does hereby adopt the attached amended Travel Policy; and be it further

RESOLVED, that the amended policy be posted to the County Website and distributed by the Clerk of the Legislature to all Department Heads; and it is further

RESOLVED, that this resolution will take effect immediately upon its adoption.

Government Operations Committee

Ryan Foley, Chair

Keith Batman

Joseph Bennett

Michael Didio

Timothy Lattimore

Charlie Ripley

Tucker Whitman

Co. Atty: _____

Cayuga County Travel Policy

SECTION 55

PURPOSE

To provide guidance on local and out of town travel including required prior authorizations, lodging, transportation, meals, etc.

SCOPE

Applies to all county employees traveling on approved work related business on behalf of the county.

RESOLUTION NO. 314-18

DATE ADOPTED 5-25-10

DATE AMENDED 4-28-15 and 8-28-18

POLICY

The Cayuga County Legislature recognizes the fact that the employees and members of the governing body are required to travel in order to fulfill their duties. The governing body also recognizes the need to establish procedures that govern travel and travel reimbursement that are fair, yet assures that the employees and members of the governing body are accountable for using travel funds. The following procedures are intended to establish the methods of reimbursements, payments, and documentation required by the traveler.

AUTHORIZATION

Generally, Department Heads are responsible for authorizing out of town travel and training considering both budget availability and department staffing needs. However, out of state travel for all employees, and overnight travel for Department Heads must be approved by the County Administrator or the Administrator's designee. An "Authorization to Travel" form must be submitted to authorize travel reimbursement. Required approval for travel will be as follows:

Type of Travel	Approval Required
Travel within the County	Supervisor/Department Head only
Travel Outside the County, but within NYS	Supervisor/Department Head only
Travel Outside NYS	Department Head & County Administrator
Department Head Travel – overnight only	County Administrator or Designee
Legislators	Chair of the Legislature

The County will pay for allowable business travel expenses when reasonable, necessary, and directly related to conducting County business. Expenses incurred for travel that are not in compliance with the policies outlined below will not be paid or reimbursed.

1. The following are considered reasonable and necessary business travel expenses:
 - Transportation (County or personal vehicle, airfare, train, bus, cab, subway, parking)
 - Lodging
 - Registration fees for conference, training, tuition, or related/sponsored events
 - Meals
 - Other incidental business expenses (copies, fax, internet, mailing)

2. The following will not be paid or reimbursed:
 - Alcoholic beverages
 - Theft, loss, or damage to personal property
 - Airline or trip insurance
 - Personal Entertainment
 - Personal Car services
 - Fines for parking or traffic violations

TRAVEL STATUS/OFFICIAL STATION

An employee is in travel status when the employee is on official business 35 miles or more from the official work station or place of residence. According to the Internal Revenue Service, tax exempt travel reimbursement is defined as periods longer than a day and must include an overnight stay. Expenses for single day trips may be approved, but is taxable as income.

The official station is used to determine allowable mileage expense reimbursement. The official station is generally considered the place of work; however, if the employee leaves from their residence, the Department Head or Administrator may approve mileage calculated from the residency.

AIR TRAVEL

Air travel should be booked in advance with the carrier offering the best combination of fair and routing for the destination. Air travel will be either paid by the County, or reimbursed at actual cost.

COUNTY VEHICLES

Whenever possible, County Fleet vehicles should be reserved for travel and used in accordance with the County's Vehicle Policy No. 57.

PERSONAL VEHICLES

Reimbursement for use of a personal vehicle must be approved by the Department Head. When traveling in a personal vehicle for business purposes, the following information must be recorded on the reimbursement form: date and destination, business purpose of trip, total mileage calculated from the workplace unless the use of a residence was approved in advance. Mileage expenses will be reimbursed at the current mileage rate set by the IRS.

RENTAL CARS

Rental cars must be approved in advance by the Department Head, and may be utilized if needed for business purposes when no other less costly transportation alternative exists.

LODGING

The County will pay lodging costs (room and taxes) at the government, or single occupancy standard room rate. When attending a training or conference, an employee may elect to stay at the conference hotel at the lowest available room rate. Lodging costs will be paid, or reimbursed, on an actual cost basis. An original detailed hotel receipt must be submitted. **Note:** New York State tax charged on lodging bills is not reimbursable. Any employee traveling within New York State is required to supply the hotel with a tax-exemption form for lodging. The forms should be obtained prior to traveling. It is suggested that travelers identify themselves as County employees when making lodging accommodations in order to prevent any unnecessary charges.

Overnight lodging within a 60 mile radius of Auburn is generally discouraged. However, because it is sometimes advantageous to stay at a conference within the defined radius, the following exceptions apply:

1. Lodging at the Annual NYSAC conferences in Syracuse and Rochester is permitted subject to budget availability;
2. If any funding state agency or professional organization has approved and will pay for the lodging for county personnel to attend a function, then it is permitted; or
3. If any employee is attending a multi-day conference that includes adjacent evening and morning functions, then the County Administrator may grant an exception pursuant to the policy administration exceptions provided in this policy.

REGISTRATIONS

Fees charged for registration to attend County business related conferences are allowable expenses. When expenses are included in registration fees, reimbursements will not exceed the cost of registration. For example, if an employee attends a seminar for which meals and lodging are included in the registration fee, and the employee elects lodging and meals other than those already included in the registration package, reimbursement will not exceed the cost of the registration fee. A copy of the conference flyer, brochure, or registration packet must be provided as documentation for payment or reimbursement. The document must show dates of conference, summary agenda, and location.

MEALS - ACTUAL COST

Meal expenses, while on travel status, will be reimbursed on an actual cost basis. Per diems provided in advance of travel (advance per diems) will not be allowed. The cost of meals should be

appropriate to the time and place of the meal. Any planned meals, the cost of which is included in a conference registration fee, shall not be reimbursed if the employee chooses not participate in those meals and chooses to eat elsewhere. Reasonable gratuities are considered part of the acceptable meal costs. Requests for reimbursement must be made within 5 days of return from travel. All claims for reimbursement will be accompanied by a vendor's original detailed receipt. All receipts must show the date, description of purchase, vendor identification, and amount paid.

For single day trips, employees may qualify for a meal if they leave one hour or more prior to their official work start time, or returned two hours or more after their official work end time. Reimbursement of day trip meals up to the amount of a per diem for the destination visited is allowable when accompanied by a receipt.

Employees with issued credit cards may incur meal and incidental costs on their individually issued County Credit cards in lieu of seeking cost reimbursement. However, whether on an issued credit card or seeking reimbursement, meal expenses are subject to the GSA limits for a given location and meal prorated in accordance with GSA guidelines, which are available at <https://www.gsa.gov/travel-resources>.

The current rates at time of policy adoption are:

Location	Breakfast	Lunch	Dinner	Total
1	\$11	\$12	\$23	\$51
2	\$12	\$13	\$24	\$54
3	\$13	\$15	\$26	\$59
4	\$15	\$16	\$28	\$64
5	\$16	\$17	\$31	\$69
6	\$17	\$18	\$34	\$74

1. This table lists the full daily amount employees may submit for meal reimbursements depending on their travel location.
2. The individual amounts for breakfast, lunch and dinner listed as individual meal limitations in addition to the daily total. Additionally, if your trip includes meals that are already paid for by the government (such as through a registration fee for a conference or breakfast included with your hotel), you may not submit reimbursement claims.

INCIDENTAL EXPENSES

Miscellaneous costs, including but not limited to taxi service, parking, copy and internet connection charges, are authorized expenses if deemed reasonable and necessary. They may be charged to an issued credit card. For those employees seeking reimbursement, a receipt for these costs should be obtained. If a receipt cannot be obtained and the item is less than \$10, reimbursement will be allowed if detailed out on the expense report and approved by the Department Head or Administrator.

CLAIMS AND DOCUMENTATION

Employees will complete and certify an itemized Report of Expenses within five days of return from travel status. The following is a list of required documentation supporting travel expenses:

- Copy of conference or training registration showing dates and cost;
- Conference, training, or meeting agenda to document business purpose;
- Travel Itinerary as appropriate;

- Original itemized receipts for meals and incidentals if actual cost reimbursement method was elected; and
- Personal vehicle mileage report, including internet mapping verification of miles traveled.

The County Administrator or designee will provide the forms and instructions necessary for implementation of the travel policies. Department Heads are responsible for ensuring that these policies are adhered to.

PERSONAL EXPENSES

The County will not pay for personal travel expenses that may be incurred during business travel. When personal travel is scheduled in connection with a business trip, the County pays only those expenses directly related to Official County Business. Any expenses related to personal travel must be clearly distinguishable and paid directly by the employee.

POLICY ADMINISTRATION

The County Administrator or designee develops and implements procedures for administering this policy, ensuring compliance with the policy and State Law. Prior written authorization by the County Administrator is required to authorize any exceptions to the above policy.