

Policy Statement

TITLE

Personnel Policies (Travel, Meals, and Other Expenses)

CODE

201.110

REFERENCE

PERSONNEL RESPONSIBLE

All County Employees

EFFECTIVE

01-01-05 (Updated 04-15-14)

201.110 - Travel, Meals, and Other Expenses

(A) It is intended that this policy conform to Minnesota Statute 471.661 and IRS rules governing expenses incurred by employees and elected officials in the conduct of County business. Department Heads shall be responsible for reviewing expense records to assure accuracy. All requests for reimbursement must be on the proper form, include original receipts, and are to be approved by the applicable supervisor or department head.

(B) Expenses incurred in the course of an employee's official duties (i.e. meals, parking, lodging, mileage, registration fees, etc.) will be reimbursed by the County. Reimbursement will not be allowed for meals within Swift County unless approved by the applicable department head. When an employee chooses not to take advantage of meals, or other benefits, already paid for or included in registration fees, and therefore creates additional expenses, those expenses shall not be eligible for reimbursement.

(C) The conference/training topic and information obtained must be to the benefit of the County. Benefits to the County may include but are not limited to the improvements to the operation of the County and the respective department, communication with state and federal offices; cooperation or communication with other local government jurisdictions; meetings requiring the presence of an elected official; representation of the County on national, state, or inter-jurisdictional committees; and professional development.

(D) Employees are encouraged to use County pool vehicles whenever possible. When employees use their personal vehicles for County business, mileage will be reimbursed at the current IRS mileage rate.

(E) Location of Conference: When a conference or seminar is scheduled at several locations, the location in or nearest Swift County should be selected.

(F) The use of public transportation is encouraged and will be reimbursed for the actual cost.

(G) Meal reimbursement, for expenses incurred outside of Swift County, is allowed at the following maximum rates: Breakfast - \$10.00; Noon - \$12.00; and Evening meal - \$18.00. For county related travel exceeding 24 hours meals may be aggregated up to \$40.00 per day. Employees may purchase groceries in lieu of restaurant meals; reimbursement will follow the meal reimbursement schedule. Meal gratuity and alcoholic beverages are not reimbursable expenses.

Out of State Travel

(H) Scheduled out of state travel for conferences & training must first be presented to the department head and then to the county administrator for approval. Unexpected out of state travel must pertain to official county business and must be reported to the department head and then the county administrator as soon as practically possible. Border communities to the state of Minnesota will not be considered as out of state travel for these purposes.

(I) The cost of the conference, institute or training program, and related travel must be within the annual travel expense budget approved by the County Board. Exceptions may be made with the approval of the County Board. If included in the departmental budget, the County will pay up to \$3000 per employee, per event for applicable registration, lodging, and transportation costs.

(J) Use of Air Transportation: Any County elected official or employee traveling on County business and utilizing air transportation shall be reimbursed for travel expense by coach airfare rates when such accommodations are available.

Travel Expenses for Spouse, Other Members of Family or Non-County Employees

(K) If an employee's or elected official's spouse, family member, or any non-County employee accompanies a County employee on a business trip, any portion of the expenses attributable to the spouse, family member or non-County employee's travel, meals, lodging, etc. are not reimbursable under any circumstances. (If a spouse, family member or non-County employee accompanies an employee on a business trip, the reimbursable business expense for transportation and lodging is the single rate cost of accommodations for the employee.)

Driver's License/ Liability Insurance

(L) Elected officials or employees shall not drive vehicles on County business without a valid Minnesota Driver's License of the appropriate classification. Employees are required to have at least the minimum liability limits as set in effect on all vehicles used for County purposes or while performing County business. The County may at any time require proof of such insurance.

AUTHORED BY: Personnel Committee
UPDATED: 04-02-14

APPROVED BY: County Board
UPDATED: 04-15-14