

	<b>CLAY COUNTY SHERIFF'S OFFICE</b>		<b>Policy 1037</b>
	<b>SUBJECT: TRAVEL</b>		Approved by: Sheriff Will Akin
	ISSUED: 09/29/2016	REVISED: 06/01/2022	CANCELS:
	CALEA References:		

**1037.1 PURPOSE AND SCOPE**

- (a) The effective and efficient delivery of services by the Clay County Sheriff's Office will require its personnel to travel for various reasons. To ensure the public's trust it is important that the Clay County Sheriff's Office ensures that all travel is necessary and that the expenses for travel are accounted for accurately. It also recognizes that work related travel should not cause an undue hardship on its employees. Therefore, it shall be the policy of the Clay County Sheriff's Office to carefully monitor employee travel and provide clear guidelines for the accounting of travel funds.

**1037.1.1 DEFINITIONS**

- (a) **Ground-travel** – transportation by means of a motorized vehicle such as Uber, Lyft, taxis, etc.

**1037.2 GENERAL GUIDELINES**

- (a) Personnel may be required to travel on County business in the performance of their duties. Except in emergency situations, travel should be approved in advance and travel funds requested as allowed by this policy. All travel must be for the benefit of the Clay County Sheriff's Office and directly related to the performance of the traveler's duties.
- (b) A critical balance must be sought when requesting travel. This is the Sheriff's Office's need for cost effectiveness and the employee's need for quality services and support. In general, employee travel should be via the lowest cost alternative, consistent with good business practices. Neither luxury nor sub-standard modes of transportation and accommodations should be used.
- (c) Personnel shall fully account for all travel funds and submit a travel expense statement to their supervisor for any travel that includes an out-of-town stay or when in-town travel includes any reimbursement other than registration or meal per diem cost. Travel expense labels shall be reviewed and approved by the appropriate Division Commander and forwarded to the appropriate Clay County Sheriff's Office accounting clerk. Upon receipt of the travel expense label, the clerk will include it with the purchase order issued for the travel funds.

**1037.3 TRAVEL BY AUTOMOBILE**

- (a) When traveling by vehicle on County business, personnel should drive a County-owned vehicle. If a vehicle is not available, employees may receive mileage reimbursement for use of a private vehicle on official business with prior approval from the Division Commander. The use of private automobile travel must have prior written approval from a commander and should be restricted to a radius of 300 miles from the employee's home. Failure to obtain prior approval will result in denial of the mileage reimbursement request.
- (b) Employees should examine the costs of alternative labels of transportation and utilize transportation which makes the trip least costly. When more than one employee travels in the same vehicle, only the owner of the vehicle shall be allowed mileage reimbursement.

- (c) Employees claiming mileage reimbursement for use of personal vehicles for County business in the metropolitan area may claim reimbursement for travel to and from the location of that business (generally from the employee's normal work place to a meeting and back). Mileage may not be claimed for the distance between the employee's home and their workplace except for employee's called back on duty.
- (d) Mileage reimbursement will be at the rate set by the Internal Revenue Service and the Clay County Commission. No payments for insurance, fuel, lubricants, tires, service, etc. will be made in addition to mileage allowances. Employees using personal vehicles on County business are not permitted to receive fuel from County tanks or pumps.

#### **1037.4 TRAVEL OUTSIDE OF METROPOLITAN AREA**

- (a) When traveling overnight outside the metropolitan Kansas City area, a requisition should be submitted to encumber budget funds. The requisition must be processed through the County's financial system. When submitting a requisition, the traveler must estimate all costs that are reimbursable to the traveler.
- (b) The Clay County Sheriff's Office shall not reimburse an employee for costs incurred by or for a traveling companion other than another authorized employee. Spouses, children, relatives, or others traveling with an authorized employee will pay the full cost of their own trip. Travel receipts which include costs for unauthorized travelers must identify and deduct those costs.
- (c) The Clay County Sheriff's Office will reimburse only for travel outside the metropolitan area by the most direct route from the employee's home to their destination unless documentation is provided that a more circuitous route actually resulted in a lower total cost. Ground-travel fare, to include a gratuity to drivers of up to eighteen (18%) percent of the fare, before sales tax, will be reimbursable if the transportation is necessary to carry out the employee's County business. Receipts from the ground-travel company are required.
- (d) Parking fees incurred by a personal vehicle while on County business are reimbursable. Receipts are required when available.
- (e) The use of a rental car will be authorized only in those situations where such transportation is necessary. The County carries a car rental insurance rider that covers collision and liability expenses (is self-insured). Employees must decline all Collision Damage Waivers (CDW) charges for insurance. Gasoline receipts are reimbursable for approved car rental.
- (f) When travel by air is authorized, reservations with commercial airlines shall be made. Only the least expensive class available that will allow for refund if tickets must be canceled is acceptable. Whenever possible, airline tickets should be ordered at least thirty (30) days in advance to secure reduced rates.

#### **1037.5 LODGING**

- (a) Lodging reservations are restricted to hotels located more than 50 miles from the employee's home. Personnel attending meetings or conventions less than 50 miles from home are expected to sleep in their own home. Unless there is an emergency, hotel reservations must be booked in advance of travel. All lodging reservations and reimbursements will be at the lowest single room rate. Reimbursement may never exceed the actual out-of-pocket cost to the employee. Personnel may not stay with relatives or friends and be reimbursed for lodging. No incidental charges on the statement will be reimbursed unless they represent expenses allowable under this policy and a detailed description of the charges is provided by the individual.

- (b) When making a reservation, personnel must inform the reservations clerk that this is official County business, that payment will be made by County check, and that a sales tax exemption letter will be presented to the desk at the time of check-in. Out of state accommodations that do not accept the Missouri sales tax exemption letter shall be reimbursed full rate, including applicable sales taxes. The government or corporate rate should be requested.
- (c) A tax exemption letter should be given to the front desk at check-in. The employee may elect to pay for the lodging bill and then be reimbursed by the County after the employee's return to the County.
- (d) When two employees are traveling together, it is preferred that they share a room when appropriate to do so. When an employee shares a room with a traveling companion who is not an authorized County traveler, the County check will be issued only for the single occupancy rate. The employee must pay the difference directly to the hotel.

### **1037.6 MEALS**

- (a) Actual, reasonable, and necessary costs for meals will be reimbursed up to the per diem rates as set by the County Commission. Reimbursement may include a gratuity of up to eighteen (18%) percent of the bill, before sales tax. Meals that cost more than the allowable per diem will only be covered to the amount of the per diem; the employee is responsible for paying any excess spending. A meal per diem will not be allowed for meals which are included as part of conference fees even if personnel choose not to eat at the conference sponsored meal.
- (b) Personnel may submit travel meal reimbursements for regularly scheduled meals that occur after the employee's departure time or during scheduled travel time.
- (c) Personnel may be eligible for reimbursement of meal costs under any of the following circumstances:
  - 1. Personnel acting as an official County delegate when the meal is served as a routine part of the meeting. (If the employee is at a convention or workshop and elects to eat elsewhere, the employee's meal shall not be reimbursed.)
  - 2. Personnel are required to attend a civic meeting which includes a meal.
  - 3. Personnel who pay for the meal of another individual with whom County business is being addressed.
- (d) To receive reimbursement, a paid receipt must be attached to an expense report and approved by a Division Commander or higher.
- (e) When transporting prisoners outside of the Kansas City Metropolitan area personnel will be reimbursed the actual cost of any meal purchased for themselves and/or the prisoner(s). Original cash register receipts must be submitted with the request for reimbursement. If a receipt is not available, personnel must submit a written explanation as to why a receipt is not available.
- (f) Room service charges are reimbursable at either the per diem meal rate or submitted room service charge on the lodging bill, whichever is less.
- (g) Detailed receipts are required for all meals.

### **1037.7 REGISTRATIONS**

- (a) Registrations for conventions, meetings, seminars, training sessions, or eligible educational events are to be paid by County check in advance of the event.

## **1037.8 MISCELLANEOUS EXPENSES**

- (a) Employees are eligible to receive expense reimbursement for costs associated with telephone expenses, road toll, traveler check costs, or reasonable parking fees. All such charges are reimbursable by submitting a request for reimbursement with a receipt.
- (b) Expenses incurred for the sole benefit of the employee such as finance charges, personal credit card fees or dues, valet service, alcoholic beverages, laundry, radio, television or movie charges, newspapers, magazines, or other like charges will not be allowed as reimbursable travel expenses.
- (c) Parking fines, traffic tickets, etc., will not be reimbursed under any circumstances.
- (d) The Clay County Sheriff's Office recognizes that in some cases, gratuities or tips for services are necessary in the course of travel. Although not mandatory on the part of the employee, the Clay County Sheriff's Office will generally reimburse gratuities for services not covered in other sections of this policy. This includes, but is not limited to, luggage handling, storage of luggage and related items, valet parking when no other reasonable parking circumstances exist, and other necessary miscellaneous services. Gratuities over \$10.00 require a receipt.
- (e) Expenses incurred by the Sheriff are reimbursable within the definition of RSMo 115.646.