BOCC 2/12/
2024 workplan
Finance Manag

## Per Diem Travel

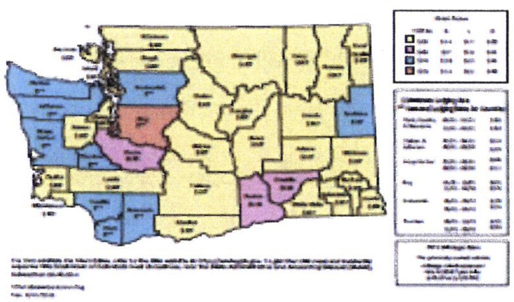
GSA Per Diem Rates serve as the amount of the meal & hotel cost reimbursement for travel within and outside the State of WA. Per Diem rates are based on the destination County.

Meal per diem covers the cost of the meal, and gratuity.

Per Diem rates can be found on county public drives\Forms\Travel and at www.ofm.wa.gov. Rates are updated Oct. 1st annually.

*Example below.*

**Per Diem Rates - As of October 1, 2023**

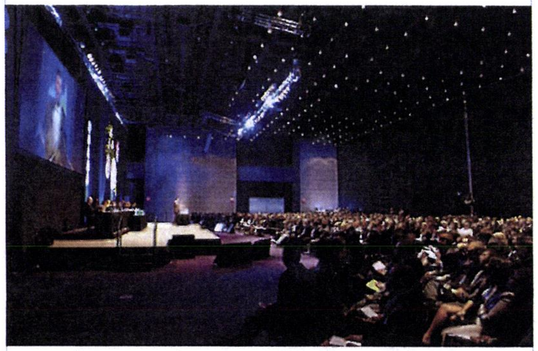


## Meal Reimbursement

- Travel Status is required.
- Single Day Travel meal reimbursement is considered a benefit and must be submitted to payroll. See Personnel Manual, App. D for full instructions.
- Any excess amount of per diem will not be reimbursed.
- If a Traveler's meal expense will be billed to a grant, the County will honor the grant's rate with supporting documentation.

## Purchasing Cards while Traveling

- Do not pay for gas for your personal vehicle with a County purchasing card. Only mileage is reimbursable.
- If any part of travel is paid by purchasing card, attach travel reimbursement & receipts when paying the purchasing card.
- Only authorized travel expenditures will be paid using the purchasing card.
- To reserve lodging with the purchasing card, reserve and pay in person unless paying for an employee to travel.
- Include travel expenditures paid by purchasing card on the travel reimbursement form.



## Other Important Information

The following will not be reimbursed:

- Alcoholic beverages.
- Valet service, entertainment, hotel movie streaming and like expense.
- Excess amount of per diem.

*Travelers may be reimbursed for tipping up to 18%.*

If receipts are lost for a misc. receipt, complete the Lost Receipt for Misc. Expense Form.

*Unexpended advance travel is to be returned to the County within 15 days following the travel period, payable to Jefferson County and deposited with the Treasurer.*

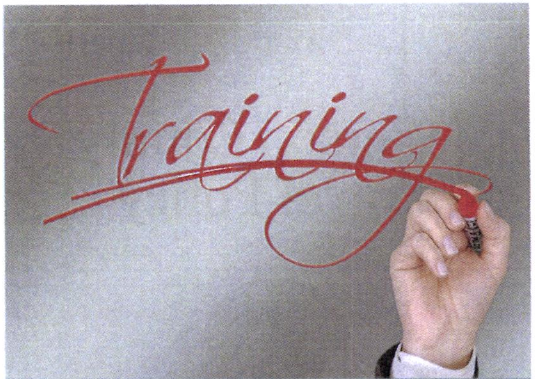
# Jefferson County Travel Policy

Per Resolution 68-23 to update Travel Policy of the Personnel Manual.

***QUICK REFERENCE GUIDE***

- *Per Diem Travel*
- *Meal Reimbursement*
- *Lodging Reimbursement*
- *Mileage & Air Travel*
- *Reimbursement Claim*
- *Advance Travel*
- *Out of State Travel*
- *Purchase Cards during Travel*

Jefferson County Auditor—Finance *(rev 2/2024)*




## Care When Incurring Travel Expense

***Travel funds*** are an important public resource. It is expected that expenses incurred will be appropriate and consistent with the best interests of the County to minimize travel costs.

***Expenses incurred*** while traveling shall be paid by reimbursement using the procedures in the Travel Policy. Prudent judgement for travel on County business is expected and excessive or unnecessary expenses shall not be reimbursed.

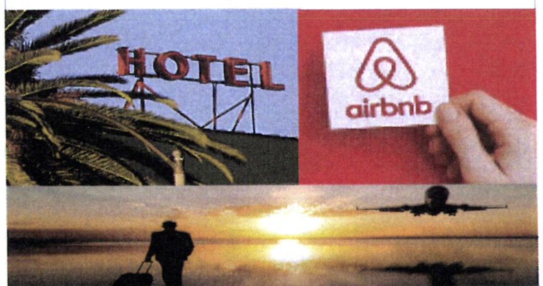
***A Traveler*** is an elected official, employee, or volunteer on travel status.

***Travel Status*** starts when a traveler is on County business leaves their home or official workstation, whichever is closer to their destination, for a destination outside of Jefferson County.

***Personnel Manual, Appendix D Travel Policy*** is available on all County public drives. The full policy provides more detailed instructions.

## Lodging Reimbursement

- To be eligible for reimbursement, Travel Status is required and travel must be more than 50 miles one way or the travel time must exceed one hour.
- GSA Per Diem rates are the maximum reimbursement for lodging.
- For rates higher than the per diem, supporting documentation showing due diligence to find other lodging must be documented.
- Reimbursement is based on the actual cost supported by the lodging receipt.
- Short-term Rentals (i.e. Airbnb) are acceptable if hotel lodging is more than per diem rates and offers cost savings.




## Transportation

- Mileage is reimbursed based on IRS rates and are updated annually on Oct. 1st.
- Taxis, vehicle rental, parking, ferry & bridge toll receipts are required for reimbursement.
- Gratuity is allowed up to 18%.
- Fares to and from places of entertainment will NOT be reimbursed.
- Advance bookings are authorized for airfare.
- Purchase Cards are not allowed to be used to pay for gas when traveling..

## Travel Reimbursement

The Travel Reimbursement Form is used by Travelers to submit an accounting of their authorized travel expenses for reimbursement.

The form is accessible on the Public drives\Forms\Travel Forms.

Required with Travel Reimbursement Form voucher:

- Receipts for lodging, transportation (excl mileage), misc. expenses.
- Agenda for conferences, meetings, training, etc.
- Travel time & county destination.

The Travel Reimbursement Form should be completed digitally as the form calculates the reimbursement.

Include special notes on the form, i.e. rooms, vehicles shared by travelers. Tell the story!

## Advance Travel/Out of State Travel

Advance Travel/Out of State Travel Request Form

Advance Travel Request:

- Advance Travel portion is estimated, completed and submitted to Dept Director for approval.
- Submit to Treasurer min. five days before travel.
- Minimum amount to request is $100.

Out of State Travel Request:

Out of State Travel Requests require approval from Dept Director AND County Administrator PRIOR to making travel arrangements.

- Submit form to the Dept Director for approval.
- Once approved, the Dept Director will forward to County Administrator for approval.