

TRAVEL ORDINANCE

GOVERNMENT OF OCONEE COUNTY, GEORGIA

AN ORDINANCE TO ESTABLISH RULES AND REGULATIONS PERTAINING TO TRAVEL AND RELATED EXPENSES FOR THE OFFICIALS AND EMPLOYEES OF OCONEE COUNTY, GEORGIA. ADOPTED FEBRUARY, 06, 2018.

WHEREAS, the Board of Commissioners of Oconee County, Georgia deems it appropriate to establish a policy to regulate the travel and related expenses of government officials and employees;

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Oconee County, as follows:

SECTION 1. APPLICABILITY. The provisions of this Ordinance shall apply to all officials and employees of the Oconee County Board of Commissioners.

Specifically not covered by these policies are the expenses of witnesses appearing in the courts of Oconee County; and the expenses of individuals recruited and interviewing for employment with Oconee County.

SECTION 2. EMPLOYEE AUTHORIZATION FOR TRAVEL. Employees who are required to travel for their job and are eligible for travel reimbursement shall receive authorization from their department director or other designated official prior to performing the travel. Cash advances for travel are prohibited. All out-of-state travel must be specifically authorized by the County Administrator.

Each Department Director or Elected Official may authorize and approve travel for their respective staff members. Department Director travel shall be approved in advance by the County Administrator or the County Administrator's designee (to be chosen by the County Administrator if the County Administrator is on leave or otherwise unavailable). All reimbursable travel expenses must be approved in advance. Travel approval and reimbursement for travel expenses shall only occur upon the completion and remittance of all prescribed travel forms (Forms T1 and T2).

SECTION 3. AUTHORIZED TRAVEL AND EXPENSES. Travel and related expenses shall be authorized when an official or employee is engaged in the conduct of official government business. County officials or employees must submit a T1 form to the Finance Department for authorization prior to travel. Each employee requesting reimbursement must submit a T2 form to the Finance Department no later than 15 days following the event.

SECTION 4. REGISTRATION, LODGING, AND TRAVEL PAYMENTS. Registration fees and fares for common carrier transportation will be reimbursed by the T2 form upon completion and remittance. Personal funds expended for registration fees will be reimbursed.

Local government employees are exempt from hotel taxes under Georgia Code §48-13-51 while on official business in state. Most hotels require an exemption form be provided at check-in before allowing exemptions. Employees and officials should obtain exemption forms from the Finance Department prior to departure to gain this exemption.

Whenever special rates are included as part of a planned program, payment will be made only for the special rate. Payment shall be limited to the single room rate. Any upgrades requested (e.g., Ocean View, Larger Room) shall be paid for by the employee and will not be reimbursed by the County.

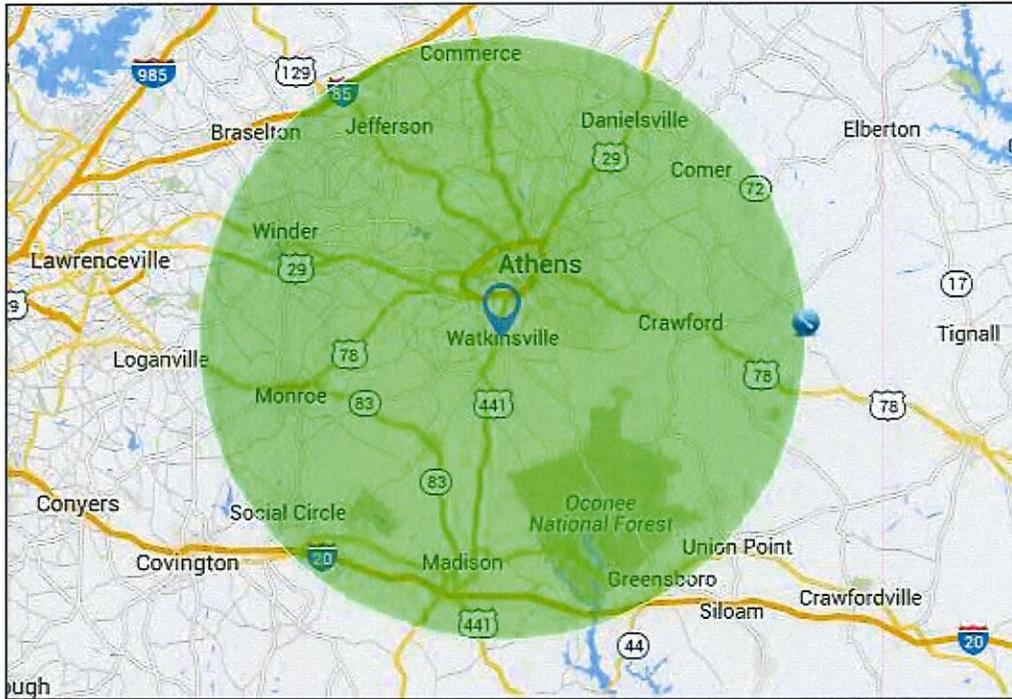
SECTION 5. REIMBURSEMENT OF EXPENSES. A request for reimbursement of expenses shall be submitted to the Finance Department within 15 calendar days following the event using form T2. The request for reimbursement shall be approved and signed by the employee's Department Director or Elected Official. The Finance Director may deny any reimbursement claim that is not within policy, reasonableness or sound fiscal judgment.

SECTION 6. DOCUMENTATION OF EXPENSES. Receipts or other documentation shall be required for all expenses except: long distance meals & incidentals, taxi services, app-based transportation services or tolls. Refer to Sections 8 and 9.

SECTION 7. ALLOWABILITY AND LIMITATIONS OF EXPENSES. Payment by the government shall be limited to the actual, necessary, and reasonable expenses incurred by authorized activities provided for in this ordinance. The standards for "reasonable" may be determined by the geographic location along with other circumstances. The interpretation of this standard shall be made by the County Administrator or the Chief Elected Official.

SECTION 8. MEAL EXPENSES FOR LONG DISTANCE TRAVEL AND DOCUMENTATION REQUIREMENTS.

Long distance travel entails travel to a location outside a 25 mile radius from the Oconee County Courthouse at 23 North Main Street, Watkinsville, GA. While on long distance travel, officials and employees are entitled to a \$40 per diem for meals and incidentals. On the first and last day of travel, employees are only entitled to 75% (\$30) of the per diem rate for meals and incidentals. No receipts are required for meals and incidentals, and there is to be no additional reimbursement above the authorized per diem.



25 Mile Radius from the Oconee County Courthouse

SECTION 9. MEAL EXPENSES FOR SHORT DISTANCE TRAVEL. Documentation for all meal expenses is required. This is **not** a per diem rate. Employees will not be reimbursed for meals when the county has paid for a meal covered in an event registration fee. A request for reimbursement shall be made using form T2.

SECTION 10. TRANSPORTATION.

- a) Mileage Reimbursement: Officials or Employees may only apply for Mileage Reimbursement for long distance travel. Mileage expenses for transportation in a personally owned vehicle shall be set at 50% of the IRS Rate. Mileage shall be computed and reported based on the round trip distance to and from the travel destination from the Oconee County Courthouse at 23 North Main Street, Watkinsville Georgia. Employees who receive an automobile allowance for using their personal automobiles for government business are also limited to reimbursement for long distance travel only.
- b) Common Carrier: A common carrier shall be defined as any scheduled airline, train or bus service, and the rate shall be limited to the minimum fare available (economy). Roundtrip fares should be obtained whenever it will result in a cost savings, and reservations should be made sufficiently in advance to take advantage of any special savings plans offered by the carrier. Air travel shall be planned 30 days in advance.
- c) Ground Transportation: Ground transportation by taxi, app-based transportation service, bus, or rapid transit is an allowable expense when incurred in conjunction with

common carrier transportation to and from terminals, hotels, restaurants, and meeting locations. Depending on the location, the use of boats, ferries, or water taxis may also be acceptable methods of transportation. Receipts for such transportation shall not be required. The use of a rental car is allowed in instances which require common carrier transportation but shall require prior approval. Reasonable expenses associated with car rentals shall be paid upon presentation of an itemized bill. The most economical means of ground transportation should be used, and only reasonable expenses for transportation will be reimbursed.

- d) Points of Departure and Return: The points of departure and return for travel status shall be the Oconee County Courthouse at 23 North Main Street, Watkinsville, Georgia 30677.

SECTION 11. PARKING FEES. Expenses for parking shall be allowable. No reimbursement shall be made for any illegal parking violation.

SECTION 12. OTHER EXPENSES. A claim for payment of such other expenses shall include adequate documentation and justification to meet the purposes of this ordinance.

SECTION 13. PROHIBITED EXPENSES. The following expenses are specifically prohibited for reimbursement or payment:

- a) Payments to or on behalf of friends or any other individual for cost of meals, lodging, transportation or registration who may be traveling with an authorized officer or employee.
- b) Expenses for alcoholic beverages
- c) Expenses for Traffic Citations or Parking Tickets/Violations, etc.
- d) Travel and related expenses incurred from an employee's residence to the employee's designated work site
- e) Expenses for entertainment, including but not limited to movie rental.
- f) Scheduling or extending travel periods in order to increase reimbursements is specifically prohibited
- g) Personal articles, toiletries, souvenirs, etc.
- h) Laundry or valet service.
- i) Any expenses incurred that are unrelated to official government business.

SECTION 14. LEAVE AMID OR ADJACENT TO TRAVEL. An employee taking annual or sick leave while away on official travel status shall not be entitled to any payment of expenses incurred during the period of such leave.

SECTION 15. DETERMINATION OF ALLOWABLE EXPENSE. Economic conservation and sound judgment must be exercised by all officials and employees in every expense incurred. In the event of a dispute over whether an expense is allowable, the County Administrator shall be authorized to make such a determination based on this ordinance, reasonableness, and sound fiscal judgment. In each circumstance, the County Administrator shall make every attempt to resolve each dispute in the best interest of the employee and Oconee County.

SECTION 16. FINAL AUTHORITY. The Board of Commissioners has final authority for any interpretations or appeals related to this ordinance.

SECTION 17. SEVERABILITY. It is intended that the provisions of this ordinance be severable and should any portion be held invalid, such invalidity shall not affect any other portion of this ordinance.

SECTION 18. REPEALER. All resolutions, ordinances or policies and parts of sections of resolutions, ordinances or policies in conflict with this ordinance are hereby repealed.

SECTION 19. EFFECTIVE DATE. This ordinance shall take effect on the date this ordinance is adopted by the Oconee County Board of Commissioners.

ADOPTED AND APPROVED, This 6th day of February, 2018.



John Daniell, Chairman
Oconee County Board of
Commissioners



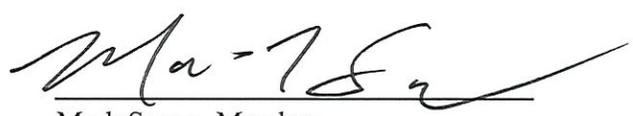
Mark Thomas, Member
Oconee County Board of
Commissioners



Chuck Horton, Member
Oconee County Board of
Commissioners



W.E. Wilkes, Member
Oconee County Board of
Commissioners



Mark Saxon, Member
Oconee County Board of
Commissioners



Attest
Clerk
Oconee County Board of Commissioners



TRAVEL AUTHORIZATION REQUEST FORM											
DEPARTMENT INFORMATION				PURPOSE OR REASON FOR TRAVEL (check one):							
Fund		Dept.		Func.		Conference		Training		County Business	
Check any items that apply to this Travel Request:				Registration:		Meals:		Lodging:		Airfare:	
				Parking Pass:		Fuel:		Mileage:		Other:	
				Taxi:		County Employee:		Non-County Employee:			
Unexpended Budget Available			\$	Estimated Travel Expense for this Trip			\$				
EMPLOYEE(S) REQUESTING AUTHORIZATION											
Please list names of employees requesting authorization: <i>(If needed, please attach list of additional names.)</i>											
(Last Name, First Name)					(Last Name, First Name)						
1					5						
2					6						
3					7						
4					8						
PURPOSE FOR TRAVEL REQUEST											
NAME OF EVENT					PURPOSE OF TRAVEL						
DESTINATION (City, State)			DATE/TIME OF DEPARTURE			DATE/TIME OF RETURN					
Means of Handling Business While Absent:											
AUTHORIZING SIGNATURES											
TRAVELER: _____ DATE _____											
DEPARTMENT DIRECTOR: _____ DATE _____											
FINANCE DIRECTOR: _____ DATE _____											
COUNTY ADMIN / CHAIR: _____ DATE _____											
VEHICLE USE (circle one): County Vehicle OR Personal Vehicle											
NOTES:											
<ol style="list-style-type: none"> 1. Attach all supporting documentation. 2. Obtain Georgia Sales Tax and Hotel Tax Exemption forms from Finance Department prior to travel. 3. Reserve County Credit Card (if applicable) through Finance Department prior to travel. 4. Travel Expense Statement (Form T2) is <u>due no later than 15 days following the event.</u> 5. Include all applicable original receipts with your Travel Expense Statement (Form T2). 											

TRAVEL EXPENSE STATEMENT				
FULL NAME (Last, First, Middle Initial)			CONTACT PHONE	
DEPARTMENT		PURPOSE OF TRAVEL		
Date	Time Departure/Arrival	Location	Meals and Incidentals*	Lodging Expense (Attach Receipt)
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
*Note: Max M&I Rate is \$40 per day, (75%) on the Date of Departure/Arrival.			Sub-Totals	
Use of Personal Vehicle:		<input type="checkbox"/> Mileage _____ @ _____ cents per mile**		Reimbursable Mileage Total \$ _____
<small>**50% of applicable IRS rate</small>				
Miscellaneous Expenses:		_____ =		Misc. Total \$ _____
Less Pre-Paid Expenses/Card			\$ _____	
AMOUNT DUE TO TRAVELER			\$ _____	
AUTHORIZING SIGNATURES				
TRAVELER: _____				
				DATE
DEPARTMENT DIRECTOR: _____				
				DATE
NOTES:				
This form is <u>due no later than 15 days following the event.</u>				

TRAVEL AUTHORIZATION REQUEST FORM											
DEPARTMENT INFORMATION				PURPOSE OR REASON FOR TRAVEL (check one):							
Fund	Dept.	Func.		Conference	Training	County Business					
Check any items that apply to this Travel Request:				Registration:		Meals:		Lodging:		Airfare:	
				Parking Pass:		Fuel:		Mileage:		Other:	
				Taxi:		County Employee:		Non-County Employee:			
Unexpended Budget Available \$				Estimated Travel Expense for this Trip \$							
EMPLOYEE(S) REQUESTING AUTHORIZATION											
Please list names of employees requesting authorization: <i>(If needed, please attach list of additional names.)</i>											
(Last Name, First Name)					(Last Name, First Name)						
1					5						
2					6						
3					7						
4					8						
PURPOSE FOR TRAVEL REQUEST											
NAME OF EVENT					PURPOSE OF TRAVEL						
DESTINATION (City, State)			DATE/TIME OF DEPARTURE			DATE/TIME OF RETURN					
Means of Handling Business While Absent:											
AUTHORIZING SIGNATURES											
TRAVELER: _____ DATE _____											
DEPARTMENT DIRECTOR: _____ DATE _____											
FINANCE DIRECTOR: _____ DATE _____											
COUNTY ADMIN / CHAIR: _____ DATE _____											
VEHICLE USE (circle one): County Vehicle OR Personal Vehicle											
NOTES:											
<ol style="list-style-type: none"> 1. Attach all supporting documentation. 2. Obtain Georgia Sales Tax and Hotel Tax Exemption forms from Finance Department prior to travel. 3. Reserve County Credit Card (if applicable) through Finance Department prior to travel. 4. Travel Expense Statement (Form T2) is <u>due no later than 15 days following the event.</u> 5. Include all applicable original receipts with your Travel Expense Statement (Form T2). 											

TRAVEL EXPENSE STATEMENT

FULL NAME (Last, First, Middle Initial)	CONTACT PHONE
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DEPARTMENT	PURPOSE OF TRAVEL
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Date	Time Departure/Arrival	Location	Meals and Incidentals*	Lodging Expense (Attach Receipt)
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$

*Note: Max M&I Rate is \$40 per day, (75%) on the Date of Departure/Arrival.

	Sub-Totals		
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Use of Personal Vehicle:	<input type="checkbox"/>	Mileage _____ @ _____ cents per mile**	Reimbursable Mileage Total	\$
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**50% of applicable IRS rate

Miscellaneous Expenses:	_____ =	Misc. Total	\$
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Less Pre-Paid Expenses/Card	\$
AMOUNT DUE TO TRAVELER	\$

AUTHORIZING SIGNATURES

TRAVELER: _____ DATE _____

DEPARTMENT DIRECTOR: _____ DATE _____

NOTES:
 This form is due no later than 15 days following the event.

TRAVEL EXPENSE STATEMENT

FULL NAME (Last, First, Middle Initial)	CONTACT PHONE
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DEPARTMENT	PURPOSE OF TRAVEL
------------	-------------------

Date	Time Departure/Arrival	Location	Meals and Incidentals*	Lodging Expense (Attach Receipt)
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$

*Note: Max M&I Rate is \$40 per day, (75%) on the Date of Departure/Arrival.

Sub-Totals

Use of Personal Vehicle:	<input type="checkbox"/> Mileage _____ @ _____ cents per mile**	Reimbursable Mileage Total	\$
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**50% of applicable IRS rate

Miscellaneous Expenses:	_____ =	Misc. Total	\$
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Less Pre-Paid Expenses/Card	\$
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AMOUNT DUE TO TRAVELER	\$
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AUTHORIZING SIGNATURES

TRAVELER:	_____	_____
		DATE
DEPARTMENT DIRECTOR:	_____	_____
		DATE

NOTES:
This form is due no later than 15 days following the event.