

KITTITAS COUNTY TRAVEL REIMBURSEMENT POLICY

MEALS, COFFEE, & REFRESHMENT AT MEETINGS

Meal Reimbursement

- A. Reimbursement will be allowed for meals at meetings or formal training sessions that are held away from a traveler's *regular work place*, regardless of travel status and without regard to the three-hour threshold rule. The following conditions must be met:
 - 1. County business is being conducted at the meeting or a formal training session is being held;
 - 2. The meals are an integral part of the meeting or training session;
 - 3. Total reimbursement for the meal, including tip (15% max), may not exceed the per meal limits (see Schedule A).

Coffee and Light Refreshment Reimbursement

- A. Reimbursement of coffee and light refreshments will be allowed at agency-sponsored meetings or formal training sessions with the advance permission of the Fiscal Office with the enclosed form.
- B. The following conditions must be met before reimbursement of coffee and light refreshments will be allowed:
 - 1. County business is being conducted at the meeting or a formal training session is being held;
 - 2. The coffee and/or light refreshments are an integral part of the meeting or formal training session;
 - 3. The facility providing refreshments should send the bill directly to the County;
 - 4. If the coordinator of the meeting or training session pays for the refreshments, a receipt for the actual cost is required for reimbursement;
 - 5. The coordinator must have *prior approval* from the supervisor for payment of refreshments.
- C. Please note this rule is not intended for use with the normal daily business of employees. It is to be used for special situations or occasions only.
- D. Because there are certain important exclusions to this rule, please check with the Fiscal office before you arrange for coffee or refreshments at a meeting or formal training session.

Registration Fees

- A. When the cost of a meal is included in the registration fee of a meeting or conference, the traveler cannot claim the meal allowance for the identified meal on their Claim for expenses. Reimbursement will not be made if you choose not to eat at the conference when the meals are included in the registration.

LODGING REIMBURSEMENT

- A. You must be away overnight from your official station and residence AND out of Kittitas County (excluding Snoqualmie Pass) in order to claim reimbursement for lodging. Lodging will be reimbursed only if the meeting is 50 or more miles from the workplace. An exception form will

need to be completed if requesting otherwise.

- B. Lodging reimbursement is on an actual expense basis, limited to the maximum (see Schedule A).
 - 1. Receipts are required for reimbursement of lodging.
 - 2. Allowable lodging expenses include the basic lodging cost single room rate, any applicable sales, and hotel/motel tax.
 - 3. The place of lodging must be shown on the voucher.
 - 4. If you do not use commercial lodging (i.e. stayed with relatives or friends), please note this on the voucher. No reimbursement will be allowed for this.
- C. The Accounting Office would prefer to have the motel rooms paid in advance, paid directly to the motel. In order to do this you will need a confirmation # from the motel showing dates of stay, room rate (single occupancy), and taxes.
- D. Kittitas County encourages employees of the same gender to share a room, whenever possible.

MEAL REIMBURSEMENT

General Information

- A. Meal reimbursement is on a set meal allowance basis as specified in Schedule A.
 - 1. Indicate "Depart"/"Return" times and destination on the Claim for expenses.
 - 2. You must be in travel status during the following hours to be eligible for the applicable meal allowance: Breakfast-6:30 a.m./Lunch-12:00 noon/Dinner-6:30 p.m.
 - 3. Meal expenses include the basic cost of a meal, any applicable sales tax and tips, up to the maximum. (15% maximum on tips).
 - 4. You must be traveling away from home overnight to receive meal reimbursement.
- B. Reimbursement for meals is allowed only when the number of travel hours are three or more beyond a standard work day of 8 a.m. to 5 p.m., Monday-Friday (three hour threshold rule) OR if the meal was an integral part of a meeting or training session, unless stated in the Exception of Subsistence Rules.
- C. You must be away from your official station AND official residence in order to claim reimbursement for meals, unless stated in the Exception of Subsistence Rules.
- D. If you travel between a high cost and a non-high cost area, figure your reimbursement at the high cost amount for the meal in the high cost area, and at the non-high cost amount for the meal in the non-high cost area.
- E. Reimbursement for alcoholic beverages is prohibited.
- F. Meals served on airlines do count as provided meals.
- G. If the cost of a meal is included in a registration fee and is separately identified, the traveler cannot claim reimbursement for the identified meal.
- H. Meals will be reimbursed for the employee only. You cannot get reimbursed for purchasing ANYONE'S meals. There will be NO exceptions.
- I. Sheriff employees with documentation can be reimbursed for meals purchased for a material witness in a criminal investigation.

- J. Employees of Kittitas County who are doing their job during lunch periods are not allowed to claim for reimbursement/or direct payment of lunch, as this time is part of their job. (Even if grant funded.)

Exception to Subsistence Rules

- A. Reimbursement will be allowed for meals at meetings or formal training sessions that are held away from a traveler's regular work place, regardless of travel status and without regard to the three-hour threshold rule. The following conditions must be met:
 - 1. County business is being conducted at the meeting or a formal training session is being held;
 - 2. The meals are an integral part of the meeting or training session;
 - 3. Total reimbursement for the meal, including tip, may not exceed the per meal limits (see Schedules A).
- B. An approval and justification for the exception, including the name of the organization or persons attending and the purpose of the meeting is to be included on the Claim for expenses.

TRANSPORTATION REIMBURSEMENT - VEHICLES

General Information

- A. When driving an agency car on county business, you must have a driver's license recognized as valid under Washington State law. This license must be in your possession while driving any vehicle for official county business purposes.

Private Vehicles

- A. If you drive your personal vehicle on agency business, you may claim reimbursement at the rate identified in Schedule A. However, all effort should be made to use an agency vehicle, if available, or obtain a ride with another traveler.
- B. When an employee reports directly to an approved training or meeting site, mileage will be reimbursed at the lesser of these calculations:
 - 1. The mileage between the "official work station" and the approved reporting site

OR

- 2. the mileage between the "official residence" and the approved reporting site.
- C. Persons using government vehicles and passengers in any vehicle are not eligible to claim mileage expenses.
- D. Receipts are necessary for gas purchases made for a government or agency vehicle in order to claim reimbursement.
- E. Mileage between points in the state is to be from actual odometer readings. If an odometer reading is not available, use figures from the mileage chart shown from the latest Department of Transportation map. Any additional "vicinity" miles should be shown as a separate figure on the Claim for expenses.

Rental Cars

- A. If you paid for a rental car, attach the receipt to the Claim for expenses indicating who paid and how payment was made.
- B. No personal insurance (i.e. collision, liability) will be reimbursed.

TRANSPORTATION REIMBURSEMENT - AIR & OTHER

- A. When traveling by air have the travel or ticket agent bill the county direct for airfare.
- B. In emergency situations where the traveler paid for the airfare, the receipt must indicate who paid for the ticket.
- C. Reimbursement of ALL transportation expenses will not exceed the cost of tourist class or its equivalent.
- D. Advance payments of bookings will be made only if the following conditions are met:
 - 1. Savings in travel costs will result by taking advantage of a discount offered by a commercial carrier for advance bookings;
 - 2. The county will retain physical custody of the ticket until immediately prior to the trip.
- E. Air travel will be allowed at the discretion of the department head.
- F. If air travel is deemed advantageous the elected official will obtain a form from the Fiscal Office to complete noting the comparative costs of air travel versus land travel to be approved by the Fiscal Office.

MISCELLANEOUS TRAVEL EXPENSE REIMBURSEMENT

- A. Reimbursable miscellaneous travel expenses include:
 - 1. Taxi fares, motor vehicle rentals, parking fees, and ferry and bridge tolls.
 - 2. Registration fees required for attendance at a convention, conference or official meeting.
- B. Receipts are required for the following miscellaneous expenses:
 - 1. Airfare, railway, taxi fares and bus tickets.
 - 2. Rental Cars.
 - 3. Overnight parking fees.
 - 4. Registration fees.
 - 5. Bridge Tolls
- C. The following expenses are considered as personal and are therefore non-reimbursable:
 - 1. Valet service, entertainment expenses, radio or television rental, and other items of similar nature.
 - 2. Taxi fares, vehicle rental and other transportation costs to or from places of entertainment. In addition, transportation expenses between an employee's official residence and official station are not allowed.
 - 3. Costs of personal trip insurance and medical and hospital services.
 - 4. All Alcoholic Beverages.

TRAVEL AUTHORIZATION

- A. Travel Authorization approved in advance by the Board of County Commissioners will be required for all county employees under the following situations:
 - 1. For all out-of-state travel.
 - 2. If the total cost including meals, lodging, mileage, registration and incidental expenses will exceed \$1,000.00 per person.

- B. The travel authorization form is available on the forms directory of CAMAS ("[Travel Authorization](#)").
 - 1. The expense of training/travel may be subject to reimbursement by the employee if they leave employment within a specific period of time following the event. In that event a "Training Reimbursement Agreement" will be completed.

- C. All Out-of-State prisoner transport is exempted from the requirement for travel authorization.

REIMBURSEMENT OF TRAINING TO THE COUNTY

It is the commitment of Kittitas County to develop its human resources through training and performance development efforts. Therefore, whenever an employing official deems it necessary to send one of their employees to a certifiable training program the employee should recognize the professional benefit they and the County will receive. The employee should also be cognizant of the expense the county will incur to train the employee. To that end, if the training certifies the employee, the employee will be required to remain employed after the training with the county for 4 months, for every \$500.00 (registration, travel costs and per diem) expended on such training.

SCHEDULE A: LODGING/MEAL/MILEAGE REIMBURSEMENT RATES

Lodging (room cost only - excluding taxes)

Non-High Cost Locations	High Cost Locations
\$108.00	\$168.00

Currently the City of Seattle is the only High Cost area in Washington identified by the IRS.

Subsistence

Meals	All Areas	High Cost
Breakfast	\$9.00	\$11.00
Lunch	\$12.00	\$16.00
Dinner	\$26.00	\$33.00
Incidentals*	\$5.00	\$5.00
TOTAL (100%)	\$52.00	\$65.00

*Currently the City of Seattle is the only High Cost area in Washington identified by the IRS.
You must be traveling away from home overnight to receive meal reimbursement.*

The IRS rules requires that if the County reimburses meals to employees who travel and do not stay overnight as a taxable benefit. The County therefore elects not to reimburse employees for meals on daily travel unless allowed by Meal Reimbursement.

Meals will be reimbursed for the employee only. You cannot be reimbursed for purchasing anyone else's meals. There will be NO exceptions. Meal reimbursement is on a set meal allowance basis as specified above OR for actual expenses up to the maximum allowance with actual receipts attached. You must be in travel status during the following times to claim meals (see travel policy for details for specific guidelines):

Breakfast: 6:30 AM Lunch: Noon Dinner : 6:30 PM
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* The term "incidental expenses" has the same meaning as in the Federal Travel Regulations, 41 C.F.R. 300-3.1 (2010). The Federal Travel Regulations currently include as incidental expenses fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries; transportation between places of lodging or business and places where meals are taken, if suitable meals can be obtained at the temporary duty site; and the mailing cost associated with filing travel vouchers and payment of employer-sponsored charge card billings.

Private Vehicle Mileage Reimbursement Rate

\$0.555 per mile effective 7/1/2011
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DEFINITIONS

Coffee/Light Refreshment: Coffee encompasses any non-alcoholic beverage, such as tea, soft drinks, juice, or milk. A light refreshment is an edible item that may be served between meals (i.e. doughnuts, sweet rolls, fruit or cheese, etc.)

High Cost Area: Area designated by the Internal Revenue Service as requiring higher than usual lodging and/or subsistence costs.

Non High Cost Area: All other areas not designated as high cost.

Official Residence: City where you maintain a residence used as a primary domicile by you and/or your family.

Official Station: City, town, or other location where you report to work on a regular basis.

Regular Work Station:	The building where you normally perform your county work.
Subsistence:	Reimbursement for meals only.
Three-hour Threshold Rule:	Hours in travel status must total three or more hours before and/or after a standard working day (defined as 8 AM to 5 PM, Monday-Friday) in order to claim reimbursement for subsistence and/or lodging. 6:30 AM to 6:30 PM
Travel Status:	Hours that you are away from your official work station and residence on agency business.
Claim for Expenses:	Form used for claiming reimbursement of travel expenses.
Fiscal Office:	Accounting Department in the Auditor's Office.
Commissioners Role:	The Board of County Commissioners will serve as the appeal board should any conflicts arise concerning travel reimbursement.
Meetings:	A meeting/training is defined as a job related sponsored professional organization.