

## **MACON COUNTY TRAVEL POLICY**

### **Effective July 1, 2025**

**Policy Statement:** The purpose of this policy is to establish a procedure for authorizing employee travel and compensation for travel expenses while on authorized Macon County business.

This policy applies to all department heads, supervisors, employees, and elected officials.

### **General Information**

The policy of the County is to compensate an employee traveling on authorized County business for legitimate expenses incurred as a result of the travel which is authorized in this policy. The department head or supervisor is responsible for monitoring actual expenses incurred to the extent that they are held to a reasonable and normal amount. A spouse and/or other immediate family member may accompany an employee on an official business trip, but no expenses attributed to them may be claimed or listed on the expense report.

### **Approval**

- (1) Requests for travel expenses must be approved in advance via the Request for Travel Reimbursement Form (Attachment 1).
- (2) Requests for overnight travel must be submitted at least five (5) days in advance of the trip. In cases where notice is not possible, the person making the trip shall immediately upon return file with the Department Head a brief report stating the nature of the trip and why it was not possible to give advanced notice. This report must be approved by the Department Head or appropriate supervisor.
- (3) All employee requests for travel must be approved by the Department Head before the trip is undertaken or no reimbursement will be made. All Department Head requests for travel must be approved in advance by the Human Resource Director. Requests for travel must include all anticipated expenses, including mileage, meals, lodging, etc. Advances on travel will be limited to lodging costs only, unless hardship can be shown by the employee, and be verified by the Department Head.

### **Compensation**

- (1) It shall be the policy of the County to compensate the traveler for all reasonable and customary expenses for mileage (personal vehicle), parking, meals, lodging, and miscellaneous expenses relevant to the trip.

a. **Meals and incidental expenses (M&IE):** Compensation for meals and incidental expenses will be made only if the traveler is out of town overnight. M&IE will be paid in accordance with the GSA – U.S. General Service Administration Meals and incidental expenses (M&IE) rates and breakdown schedule located at <https://origin-www.gsa.gov/>.



#### Per diem lookup

Click on located in the upper right hand corner of the website. You can select the State and City where you are traveling to as well as the fiscal year (note: this is the federal government's fiscal year which runs from October – September so be sure to select accordingly) and it will provide the M&IE total. Please note that on the first and last day of travel, the amount received will be equal to 75% of the M&IE total. Receipts are not required.

b. **Transportation:** An employee is expected to use the most economical and expeditious means of travel available. Whenever possible, employees should travel together in a county vehicle when attending meetings or functions.

When travel is authorized by personal vehicle, reimbursement for mileage will be at the current IRS standard mileage rate for business use.

All air travel shall be at coach rates, or at the most reasonable rate available.

c. **Lodging:** Lodging will be paid at the most reasonable rate available and must be documented by a detailed receipt from the lodging establishment.

### Expense Reporting

Expense reports and lodging receipts must reflect single rates for employees only, although accommodations may be shared by others.

Receipts for lodging, transportation etc. (excluding meals) must be attached to the authorized expense report. Also, an agenda or other documentation for the class or conference must be attached.

All reports must be submitted within twenty working days after returning from the trip in order to receive reimbursement.