



Index No. 910

Effective: ~~August~~ July 1,

~~2016~~2018

Approved by Council on July 26, 2016

TRAVEL POLICY

I. Purpose

The purpose of this travel policy is to establish rules and regulations implementing the requirements of County Code Section 2-142. ~~Vendors will~~ County Public Officials, employees and non-employees ("Los Alamos County Traveler") shall be reimbursed for travel-related ~~costs~~ costs only as specified in ~~their written agreement~~ this policy.

II. Policy

This policy is necessary to ensure travel and business reimbursements made ~~will to~~ County employees shall NOT be considered taxable income. Pursuant to IRS regulations, in order to exclude travel reimbursements from income, the County must maintain an "accountable plan" for business expenses ~~of County employees~~. This policy constitutes the plan for Los Alamos County. In conformance with IRS regulations, expenses reimbursed and later found not to ~~be in compliance~~ comply with County policy must be refunded to the County.

The guiding principles ~~for~~ of this policy are:

Los Alamos County travelers ~~will~~ shall be reimbursed for legitimate, reasonable ~~approved~~ travel expenses when directly connected with or pertaining to Los Alamos County business based on established allowances in this policy.

Los Alamos County travelers are expected to be conscientious in their use of Los Alamos County funds ~~and~~ to travel by economical and efficient means.

III. Responsibility

A. Travelers

Travel arrangements are the responsibility of the traveler or ~~a~~-designated department employee-~~(s)~~.

B. Approving Authority

When authorizing and approving payment of travel expenses, the approving authority:

must

1. **Must** limit the authorization and payment of travel expenses to travel that is necessary to accomplish the departmental objectives in the most effective manner;

should

2. **Shall** give consideration to budget constraints, adherence to travel policies, and reasonableness of expenses; and

should

3. **Shall** consider alternatives, including teleconferencing, prior to authorizing travel.

Requests for travel shall be approved at the following levels:

Organizational Level	Approved By:
County Councilors, County Manager & County Attorney	Council Chair or Vice-Chair
Council Chair	Council Vice-Chair
Council Vice-Chair	Council Chair
Other Elected Officials	Elected Official self-approval <u>or</u> <u>Designee</u>
CMO staff & Department Directors	County Manager or <u>designee</u> <u>Designee</u>
Utility Board Members & <u>Utility</u> <u>Utilities</u> Manager	Utility Board Chair or Vice-Chair
Utility Board Chair	Utility Board Vice-Chair
Utility Board Vice-Chair	Utility Board Chair
Chief Deputy Staff Member to an Elected Official	Elected Official <u>or</u> <u>Designee</u>
Department Staff	Department Director or Designee
Staff within Elected Official Departments	Chief Deputy Staff Member to Elected Official
Other Board, Commission & Committee Members, Official Appointees, and other non-employees	Department Directors <u>or</u> <u>Designees</u>

IV. Procedure/Administration

~~A. Reimbursable Expenses~~

~~The~~Through a County ~~will~~ issued Purchasing Card (P-Card), the County shall pay expenses incurred on employee-approved travel ~~for transportation, lodging,~~ Only mileage and meals. ~~The County will also reimburse the following miscellaneous meal allowances shall be reimbursed to the employee upon return from travel. P-Cards shall be used to pay travel expenses when required for County business:~~

~~4. Cost of other transportation (e.g. taxis, bus, subway, etc);~~

~~5. and are subject to the same restrictions under the Use of County business phone calls~~Purchasing Cards Policy, Index No. 0922, and respective Purchasing Card Manual administered by the Finance Division's Purchasing Card Administrator.

Tolls

A. Travel Pre-authorization and Arrangements

~~6.1. Except for emergencies or other urgent~~ parking or unplanned travel needs, all intended employee travel, which requires overnight lodging, shall be authorized in advance by the Approving Authority. All anticipated travel expenses including registration fees, transportation, lodging, meal allowance, etc., shall be included in a travel pre-authorization request. The Approving Authority shall be presented in advance with the full estimated cost of travel.

Air freight

B. Allowable Travel Expenses

The following travel expenses are considered allowable and shall be purchased by employees with a County issued P-Card if applicable:

1. Shuttle, bus, subway, taxi, airfare and peer-to-peer ride-sharing (i.e. Uber, Lyft, etc.) fares only if business-related;

~~7.~~

~~8. Currency conversion fees~~

~~9. Overnight delivery postage~~

~~10. Internet connectivity charge~~

~~11. Baggage~~

~~12.2.~~ Non-meal Gratuities: Normal, reasonable gratuity amounts (e.g., for ~~taxi~~taxi or baggage handlers). Gratuities ~~will~~shall not be reimbursed for restaurant ~~-~~meals separately. They are included in the existing ~~meal~~ daily meal allowance rates;

3. Business-related tolls and parking fees;

4. Rental cars or charter aircraft if necessary or when less expensive public transportation, taxi service or shuttle services are not available or not practical;

5. Registration fees;

6. Books, manuals~~Other miscellaneous expenses~~, and other materials directly related to approved training events;

7. Hotel or motel lodging;

8. Air freight;

9. Currency conversion fees;

10. Overnight delivery postage;

11. Internet connectivity charge;

12. Baggage fees;

13. Any other reasonable costs directly associated with conducting County business while on travel.

C. Unallowable Travel Expenses

1. The following expenses are unallowed under this policy:

Non-~~The County will not pay for:~~

~~14-a)~~ Entertainment~~business related activities, such as entertainment, tours, competitions, etc. even if identified on registration forms, sight-seeing, travel to other locations of personal interest, etc.;~~

b) Unless otherwise authorized in advance under the Discretionary Expenses Policy, Index No. 0960, or described as part of a training facility program referenced in Section H., or allowed under Emergency Deployments referenced in Section IV., Paragraph K., actual cost of meals at restaurants or purchase of food items are not reimbursable to the employee and are not allowed to be charged to a P-Card. Reimbursement for meals is provided according to the rates in Appendix A in the form of a meal allowance;

~~15-c)~~ In-room movies and, games or other for-pay entertainment;

~~16.d)~~ Cost of additional travel insurance;

~~17.e)~~ Cost of alcoholic beverages, mini bar refreshments or tobacco products;

~~18.f)~~ Expenses for travel companions (spouse/family/guest) who are not on official County business;

~~19.g)~~ Expenses related to vacation or personal days while on business trip;

~~20.h)~~ Parking tickets and/or fines for traffic violations;

~~21.i)~~ Use of spa at the hotel or other for-pay amenities;

~~22.j)~~ Expenses for the repair of privately owned vehicles;

In general, personal

~~23.k)~~ Personal expenses are not ~~reimbursable~~allowable, and are assumed to include any expenses which are not a necessary consequence of travel on behalf of Los Alamos County for a business purpose;

Gasoline

~~24.l)~~ Fuel for personal vehicle-;

~~m)~~ All other expenses not allowed under the P-Card Policy, Index No. 0922.

2. If an employee uses a County-issued P-Card for an unallowable expense as noted above, he/she shall be required to reimburse the County for such expense and may be subject to infractions and disciplinary action referenced under the P-Card policy.

3. Non-employees shall not be reimbursed for any unallowable travel expense as noted above.

D. Travel Reimbursements – Employee Expense Claims

1. ~~Travel~~ ~~Travel Authorization and Arrangements~~ reimbursements shall be processed as employee expense claims through the payroll system.

~~B.~~ P-Cards are generally intended to replace the need for a travel advance, which includes payment

~~Except for emergencies or other urgent travel needs, travel advance requests should be submitted to the Approving Authority and approved at least seven (7) days in advance and if including air travel, at least three (3) weeks in advance.~~

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~~C. Reimbursement Procedures~~

~~1. Travel Advance~~

~~A travel advance is optional (traveler's option) and is intended to offset estimated out-of-pocket expenses that will be incurred in conjunction with a business-related trip. Travel advances for up to eighty percent (80%) of allowable estimated travel costs may be approved for business trips requiring one night or more away from the work location and place of residence. No travel advances will be made for amounts less than \$100.00.~~

~~Travelers requesting a travel advance should complete the left side section of the Los Alamos County "Travel Authorization" form. Evidence to substantiate the travel must be attached to the travel advance request. Supporting documentation can be an agenda, conference brochure, meeting email or other document that states the date, time, place and purpose. For personal vehicle use, proof of insurance must be provided to the Approving Authority prior to submitting the advance request to the Finance Division. Traveler must certify he/she meets the minimum limits of insurance as set forth in the State of New Mexico's Mandatory Financial Responsibility Act, effective January 1, 1984.~~

~~2. Purchasing Card (P-Card) holders should not request an advance~~ for lodging, airfare, car rental, conference registration fees, or any other ~~expense that can otherwise be charged to the P-Card. If traveler is not a cardholder, a Departmental P-Card should be used whenever possible. For purposes of a travel advance, estimated travel costs are defined as: estimated lodging, daily meals allowance, private car~~allowable travel-related expenses. Only mileage, ~~airline tickets and car rental. All other costs will be reimbursed~~ and meal allowances are reimbursable when the traveler returns ~~and reconciles his/her travel reimbursement. Meals, lodging and mileage costs should be estimated as specified in Appendix A of this policy.~~from travel.

~~3.~~ ~~If travel destination is~~a P-Card is either unavailable, not ~~included in Appendix A, the traveler~~accepted by the merchant, lost, stolen, or deactivated for reasons of fraud or for any other reason at no fault of the employee, the employee may use their personal credit card, cash, or other personal means, as a method of payment, provided that he/she notifies the Finance Division as soon as possible. In such situations, the employee shall be reimbursed provided actual receipts are attached to the employee expense claim and approved. This clause is intended as an exception to standard policy and may be subject to disapproval if an employee repeatedly loses a County issued P-Card or has repeated infractions.

Mileage calculations shall be based on online map mileage charts, such as maps.google.com or mapquest.com, as an acceptable method to substantiate mileage.

~~Meals included in the registration fee and provided by the conference, workshop, etc. will not be advanced or reimbursed separately from the payment for the registration fee. If all meals are provided, no meal advance or reimbursement will be made. Continental breakfasts or snacks provided by the conference, workshop, etc. will not be considered a meal for this purpose.~~

~~Non-Los Alamos County employees must submit a completed Form W-9, "Request for Taxpayer Identification Number and Certification," to Los Alamos County purchasing before a payment for travel advance will be processed.~~

~~Checks for approved travel advances will be available at the Finance Division, Accounts Payable Office, no sooner than five (5) days before departure.~~

~~2. Travel Reimbursement~~

~~Travelers seeking a travel reimbursement should complete the right side section of the Los Alamos County "Travel Authorization" form. The Approving Authority should verify the dates and times of travel.~~

4. For personal vehicle use, the traveler must certify he/she meets the minimum limits of insurance as set forth in the State of New Mexico's Mandatory Financial Responsibility Act ~~effective January 1, 1984,~~ as may be amended from time to time. Los Alamos County ~~will~~shall use the IRS standard mileage rate, which is updated from time to time.

5. Meals included in the registration fee and provided by the conference, workshop, event, or paid by the County by any other means shall not be reimbursed to the employee. If any meals are provided or paid for as provided in the Discretionary Expenses Policy, no reimbursement shall be made. Continental breakfasts or snacks provided by the conference, workshop, etc. shall not be considered a meal for this purpose. If a traveler has a dietary restriction, which prevents him/her from eating a meal, provided by the conference, workshop, or event he/she may claim the meal allowance and indicate it was due to the dietary restriction.

6. Travelers seeking mileage and meal reimbursement shall complete the following forms:

- a) For travel which required overnight lodging within the state, complete the Los Alamos County "In-State Travel Pre-authorization and Reimbursement" form;
- b) For travel which required overnight lodging outside of the state, complete the Los Alamos County "Out-of-State Travel Pre-authorization and Reimbursement";

Travelers seeking ~~To ensure proper accounting, prompt reimbursement and compliance with Los Alamos County policy, the Approving Authority must approve the expenses and submit the finalized form to the Finance Division within 10 days of return from travel. Any amounts due the County must also be remitted to the Customer Care Center within 10 days of the Finance Division's review and audit of the travel reimbursement.~~

~~The maximum reimbursement for meals, lodging and mileage costs should not exceed amounts stipulated in Appendix A of this policy, except as provided for in this policy.~~

- c) **Evidence** ~~mileage and meal reimbursement which required one-day travel shall complete the Los Alamos County "One-Day Travel Reimbursement";~~

In addition to completing the applicable travel reimbursement form, evidence to substantiate the travel must be attached to the travel reimbursement request form for review and consideration. ~~Supporting documentation can be an agenda, conference brochure, meeting email, or any other document that states the date, time, place, and purpose.~~

~~and shall be used,~~

~~Unless charged to a P-Card, supporting documentation to substantiate claimed calculations of meal allowances. **Travel** expenses for the following must also charged to a P-Card should be attached:~~

- ~~25. Actual costs for travel by common carrier, provided such travel is accomplished in a reasonably economical manner;~~
- ~~26. Odometer readings if not claiming map mileage reimbursement per Appendix A;~~
- ~~27. Round-trip travel by common carrier to the Santa Fe or Albuquerque airports or train depots;~~
- ~~28. Limousine, bus, and taxi fares;~~

~~29. **County business telephone calls;**~~

~~30. **Business related parking fees;**~~

~~31.1. Rental cars or charter aircraft if necessary or when less expensive public transportation, taxi service or shuttle services are not available or not practical;~~

~~32. Registration fees when time has not permitted the processing and payment directly by the County in advance;~~ as supporting documentation and shall be reported in the "P-Card Expense Information" section of the Travel Reimbursement Form for the ease of the Approving Authority's review

~~33. Books, manuals and other materials directly related to approved training events. The same travel charge code will be used for these expenses unless otherwise specified on the travel reimbursement request;~~

~~34. Hotel or motel lodging. Traveler must provide an itemized lodging statement/receipt. Room reservation or confirmation print outs are not an acceptable form of documentation.~~

~~35. Any other costs directly associated with conducting County business while on travel;~~

~~36.d) If the traveler received an advance, the check number and amount of the check must be provided at the bottom entire cost of the form to reconcile amount either due to or due from traveler. Any due from amounts must be audited by the Finance Division before traveler reimburses the County travel event.~~

~~3. One Day Travel~~To ensure proper accounting and compliance with Los Alamos County policy, the

~~7. Travelers seeking reimbursement for one-day travel or multiple single days that do not involve overnight lodging should complete a "One Day Travel Authorization" form. The~~ Approving Authority ~~should verify~~shall adhere to the following guidelines prior to approving an employee expense claim:

~~a) Verify the dates and times of travel, and ensure meals provided have been properly deducted from the meal allowance;~~

~~For personal vehicle use, the traveler must certify on the "One Day Travel Authorization" form that he/she meets the minimum limits of insurance as set forth in the State of New Mexico's Mandatory Financial Responsibility Act, effective January 1, 1984.~~

~~Travel advance requests for one-day travel will not be approved.~~

~~One-day travel costs (without overnight lodging) for meals and mileage should not exceed amounts stipulated in Appendix A of this policy.~~

- b) ~~Meals will not be reimbursed during attendance at~~Ensure limits described in Appendix A have been adhered to or properly justified if necessary as described in high-cost areas, per the Discretionary Expenses Policy, or due to a valid business purpose as allowed in Section IV.G.1. below;
 - c) Verify all travel expenses that were purchased by a County ~~paid or sponsored training event held~~issued P-Card are allowable expenses;
 - d) If any unallowable expenses are discovered to be purchased by a P-Card, the Approving Authority shall notify the Finance Division immediately in order to seek reimbursement from the traveler for unallowable charges, and/or to issue an infraction; and
 - e) As appropriate, approve the employee expense claim on a timely basis.
8. Approved employee reimbursement claims shall be due to the Finance Division by close of business the second Thursday of the pay period, unless otherwise announced by payroll, to be included in the employee's paycheck on the following Thursday. Travelers shall submit travel claims within 10 (ten) business days of return from travel, or sooner, to ensure processing deadlines are met. Unforeseen volume or a rejected claim may cause a traveler's claim to be processed on the following pay period.

E. Travel Reimbursements – Non-Employee

~~Non-Los Alamos County and during normally scheduled working hours~~employees shall be reimbursed through the Finance Division Accounts Payable office and must submit a completed Form W-9, "Request for Taxpayer Identification Number and Certification," to the Los Alamos County Procurement office before a payment for travel reimbursement shall be processed. Expense reimbursements of this kind are subject to IRS 1099 reporting rules.

D. F. Transportation

The most economical means of transportation including the time spent on travel ~~will~~shall be used.

1. Commercial Airlines
~~Coach~~Economy fare rates ~~will~~shall be the standard maximum allowable transportation expense. ~~If~~Early check-in fees are allowable at the traveler ~~arranges and pays for his/her own transportation, reimbursement requests must be accompanied by proper receipts and attached to discretion of the Travel Authorization form~~Approving Authority.

2. Rail or Bus

~~Reimbursement for rail~~Rail or bus fares ~~will~~shall be based on the actual fare purchased and not to exceed the available ~~coach~~economy class airline fare.

3. County Vehicles

Whenever possible and practical, County vehicles ~~will~~shall be used for official travel. County vehicles ~~will~~shall not be used for unofficial or personal business. County vehicles used for out of town travel ~~will~~shall not be parked or left unused for longer than one (1) week when they may be required for other County service. The use of County vehicles is subject to all provisions in the County Vehicle Use Policy, Index No. 0435.

4. Government-owned Vehicles

If government-owned vehicles are used for official County travel, travelers shall not submit a mileage reimbursement request if fuel has been provided for by other means.

4.5. Private Vehicles

a) Reimbursement may be granted for the use of personal vehicles for required business travel inside or outside the County~~only if; however, County or government-owned vehicles are not available. Exceptions to this rule may shall be granted by the used whenever possible. The Approving Authority. Mileage will be reimbursed based on the amounts stipulated in Appendix A. may grant exceptions to this rule.~~

b) Carpooling is encouraged to reduce travel costs when more than one person travels to the same destination for the same purpose. When ~~car pooling~~carpooling, only one person ~~will~~shall be reimbursed for mileage.

c) Use of a private vehicle to travel to and from a County sponsored training activity conducted within Los Alamos County and considered to be the assigned worksite for the full day is not reimbursable.

d) For use of private vehicles used for official business to non-duty sites within Los Alamos County, the ~~a~~ "Mileage ~~Authorization Log~~ may ~~Claim Form~~" ~~shall be maintained by the traveler showing date, beginning and ending odometer readings, and purpose of the travel submitted for reimbursement. The use of the "Mileage Authorization Log" must be approved in advance by~~

~~the~~ Approving Authority: must approve mileage claims in advance.
Mileage ~~Logs~~claims must be submitted for reimbursement on a regular periodic basis not to exceed quarterly.

~~5.6.~~ Rental Cars

~~If approved on the travel request, car~~

Car rental is an allowable expense for official business and ~~should~~shall be charged to a P-Card ~~whenever possible.~~ If available, a standard or economy car ~~should~~shall be used. ~~Car rental insurance fees will be reimbursed for property damage only.~~ County officials, employees or volunteers are covered for general liability under the County's general liability policy.

7. Taxis & Other

The use of a taxi, peer-to-peer ridesharing (i.e. Uber, Lyft, etc.), and other shuttle services is an allowable expense for official business and shall be charged to a P-Card. Travelers shall not use a P-Card for personal travel destinations under these modes of transportation.

~~6.8.~~ Private Airplane

a) If the use of a private airplane is approved on the travel request, reimbursement ~~will~~shall be at the current rate per mile for a private vehicle plus 60% based on NM Aeronautical Charts published by NMSHTD, Aviation Division for a direct flight to that destination. Certification of actual air mileage is required if the destination is not included on an air map. Only one (1) person shall receive mileage reimbursement. Proof of insurance must be provided to the Approving Authority. Traveler ~~will~~shall conform to the minimum limits for insurance ~~as~~ set forth in the State of New Mexico's Mandatory Financial Responsibility Act effective January 1, 1984.

b) Notwithstanding the above, private airplane reimbursement, including shuttle or taxi service from the airport to the meeting destination, shall be the lesser of reimbursement calculated for travel to the same destination by private vehicle or travel to the same destination by commercial airline.

~~7.9.~~ Insurance Claims

Because a portion of the mileage reimbursement rate covers private insurance costs, any insurance claims that arise when personal vehicles or airplanes are used must initially be filed against the traveler's carrier.

10. ~~8.~~ Alternative Transportation Allowance

Sometimes the traveler ~~will~~may prefer to drive his/her personal vehicle for out-of-state travel instead of traveling by airline. In this instance, the County may reimburse the traveler an amount not to exceed what would otherwise have been the cost of airfare, provided airfare estimates are obtained from the lowest fare airline ~~within a reasonable advance time period, at economy class.~~ A comparative analysis with supporting documentation shall accompany the travel ~~advance~~pre-authorization request and reimbursement ~~request.~~

E.G. Lodging

- 1.** P-Cards ~~should~~shall be used ~~whenever possible~~ for lodging expenses. ~~Incidental expenses should not be charged to the P-Card.~~ Standard accommodations for motels or hotels ~~should~~shall not exceed the ~~amounts stipulated~~lodging limitations in Appendix A. If the actual cost exceeds this amount, the Approving Authority may only approve full reimbursement upon ~~separate approving initial~~justification of the ~~lodging expense line on exception and subject to budget availability at the time of the reimbursement form final claim approval.~~ An example of this ~~may be where~~is when a conference has a designated host hotel, or when travel is scheduled during peak travel times in a given city-, etc.
- 2.** ~~If traveler is accompanied by~~If a travel companion (spouse, family, or guest) who is not on official County business accompanies the traveler, the cost of accommodations for a single occupancy ~~shall only will~~be ~~reimbursed~~allowed to be charged to the traveler's P-Card. The traveler is responsible for ascertaining the single occupancy rate and ~~reporting that rate on the request for reimbursement~~ensuring single occupancy charges are reflected.

Use of an RV is an allowable form ~~at the conclusion of the travel.~~

- 3.** ~~Travelers using non-commercial of~~lodging, ~~such as private homes or campers, will not be reimbursed with the exception of RV Park fees.~~ RV Park fees ~~will~~shall be ~~reimbursed~~charged to the traveler's P-Card at actual costs ~~with receipts~~ for the duration of the business trip and are subject to the lodging limitations in Appendix A.
- 4.** If the special needs of disabled persons cannot be met by hotel rooms within the maximum rates, lodging costs for disabled persons may be ~~reimbursed~~allowed at the actual cost of the least costly lodging that is most accessible to their needs.

F.H. Meals

1. Meals ~~that are~~ included in the registration fee ~~or and~~ provided by the conference, workshop, ~~etc. will event, or paid by the County by any other means shall~~ not be ~~advanced or~~ reimbursed ~~separately from to~~ the ~~registration fee. employee.~~ If ~~all any~~ meals are provided ~~or paid for as provided in the Discretionary Expenses Policy,~~ no ~~meal advance or~~ reimbursement ~~will shall~~ be made. Continental breakfasts or snacks provided by the conference, workshop, etc. ~~will shall~~ not be considered ~~as a meal for this purpose.~~ If a traveler has a dietary restriction, ~~which prevents him/her from eating a meal, provided by the conference, workshop, or event he/she may claim the meal allowance and indicate it was due to the dietary restriction.~~
2. Meals ~~will shall~~ not be reimbursed during attendance at a County paid or sponsored training event held ~~within in~~ Los Alamos County and during normally scheduled working hours. However, the County may provide meals as part of the training.

~~Notwithstanding the above restrictions, meals provided as part of a training facility program at a rate other than the per diem rate shall be reimbursed only at actual cost, provided a receipt is included with the request for reimbursement.~~

3. ~~Training facility programs~~ include the National FBI Academy, the National Fire Academy, the State Police Academy, the State Fire Training Facility, etc. ~~In cases where it is impractical to submit an expense claim for a meal allowance, the Approving Authority may request pre-approval from Finance to allow the employee assigned to attend a training facility program to use a P-Card to purchase meals in lieu of claiming a reimbursement for a meal allowance. Such request must identify the timeframe, meals that will be provided by the facility that shall not be reimbursed, and a business justification prior to approval. The same daily meal allowance limits in Appendix A will apply if approval is granted.~~

~~On occasion, County travel requires business meetings at restaurants where the average meal cost exceeds the meal allowance. Under these circumstances, these individual meals may be deducted from the travel meal allowance and reimbursed separately under the County Manager's Discretionary Expenses Policy.~~

~~G.~~ Trip Cancellation

~~For canceled trips, travel advance checks are to be marked VOID and returned to the Finance Division, Accounts Payable Office. If the travel advance check has been cashed, a personal check or cash must be deposited with the Customer Care Center for credit to the account codes initially charged for the advance. A copy of the deposit receipt must then be submitted to the Finance Division, Accounts Payable Office.~~

~~H.~~ Lost Receipts

~~If providing a receipt(s) is impossible due to the unavailability of receipts or loss, the traveler may request reimbursement based upon an affidavit signed by the traveler and the Approving Authority.~~

~~I.~~ Incidental Costs

~~Public officials, volunteers and employees traveling out of state on overnight travel will be reimbursed for incidental costs. These incidental reimbursements are intended for tips or other miscellaneous business expenses such as faxes, phone calls, copies, postage, etc. Incidental costs will be reimbursed at the daily amounts stipulated in Appendix A.~~

~~J.~~J. Purchasing Cards (P-Cards)

~~If traveler is a P-Cardholder or a Departmental~~

- ~~1. Travelers either shall be issued a temporary P-Card is available, the card should prior to intended travel or shall be regular P-Cardholders. P-Cards shall be used whenever possible to pay for registration fees, lodging, airline tickets, and airfare, car rental expenses. Traveler, and all other allowable travel expenses pursuant to this Policy. The traveler must provide the last four digits of the P-Card on the Travel Authorization Reimbursement Form and report the actual charges in the "P-Card Expense Information-Only" Section at the bottom of the form. It is not necessary to provide a copy of P-Card receipts with the Travel Authorization Form~~
- ~~2. At the discretion of the Approving Authority, a P-Card issued to designated departmental staff may be used to book travel-related expenses on behalf of the traveler. Designated departmental staff may also process travel reservations on the individual traveler's card once pre-authorization from the Approving Authority has been processed.~~

~~K.~~K. Travel Expenses for Interviewees and Other Recruitment Participants

~~1.~~ Interviewees

- ~~1. - These rules may also apply to those applicants residing out-of-state and requested by the County to attend a personal interview in Los Alamos County as a result of recruitment. The County will shall reimburse up to a maximum of two days actual lodging and meals at based on the meal~~

~~allowance rate~~rates specified in Appendix A of this policy, unless
otherwise approved by the Approving Authority.

2. As part of the qualification for reimbursement, the applicant must also present a written ~~document~~reimbursement request responding to an assignment approved in advance by the Human Resources Division ~~which may be used in the assessment of the applicant.~~

~~2.~~ Other Non-Applicant Participants in Recruitments

- ~~3.~~ - These rules may also apply to other non-applicant participants in recruitments who are not County employees but who render service to the County as a qualified member of an interview panel, assessment center board, etc. The number of days eligible for reimbursement shall be limited to no more than two days ~~in excess of the actual interview or assessment period.~~, unless otherwise approved by the Approving Authority.

K. Emergency Deployment

If a County employee is mobilized for an emergency deployment that is reimbursable to the County by another agency, then exceptions to reimbursable expense limits in Appendix A may be approved by Finance, but limited to what shall be billed and recovered from that agency. Under these conditions, purchases of actual meals while on travel are allowable with a P-Card, if they are reimbursable under the agreement, and as such shall be capped at the amount subject to reimbursement. Compliance with all other allowable and unallowable expenses as referenced in Section IV., Paragraphs B and C, must still be adhered to.

L. Exceptions to These Rules

Members of the Labor Management Relations Board shall be ~~paid~~reimbursed lodging, mileage, and meal per-diem in accordance with the State Per Diem and Mileage Act as required by 30-37 (D) of the County Code.

Other exceptions to these Rules may be instituted by ordinance, collective bargaining agreement or amendment by the Council to these rules.

M. Effective Date

This policy is effective for travel that begins on or after ~~August~~July 1, ~~2016~~2018.

Approved by Council on ~~July 26, 2016~~_____

APPENDIX –A

A. Meal Allowance

Meals are to be paid at a daily rate for travel that includes overnight lodging.

Multiple Day

In-State Overnight Travel

For each full 24 hour travel period where lodging was required meals ~~will~~shall be reimbursed in the form of a meal allowance without receipts in the amount of \$45.00.

For return travel for a partial day, following overnight travel where lodging was required, ~~per diem~~the meal allowance shall be calculated at the rate of \$1.88 for each additional hour.

For meals included in registration or otherwise provided, deduct:

Breakfast	\$ 10.00
Lunch	\$ 15.00
Dinner	\$ 20.00
Total	\$ 45.00

~~Incidental costs for In-State travel will be reimbursed as follows:
\$7.00 per complete 24 hour period, not to exceed \$35 per trip.~~

~~For the purpose of calculating meals for in-state travel, travel time shall not exceed the total time in travel including round-trip travel from point of departure to the point of destination. Travel time shall always be as minimal and reasonable as practical.~~

Multiple Day

Out-of-State Overnight Travel

For each full 24-hour travel period where lodging was required meals ~~will~~shall be reimbursed in the form of a meal allowance without receipts in the amount of \$60.00.

For return travel for a partial day, following overnight travel where lodging was required, ~~per diem~~the meal allowance shall be calculated at the rate of \$2.50 for each additional hour.

For meals included in registration or otherwise provided, deduct:

Breakfast	\$ 13.00
Lunch	\$ 20.00
Dinner	\$ 27.00
Total	\$ 60.00

~~Incidental costs for Out-of-State travel will be reimbursed as follows:
\$10.00 per complete 24 hour period, not to exceed \$50 per trip.~~

For the purpose of calculating ~~meals~~ the meal allowance for out-of-state travel, travel time shall not exceed the total time in travel ~~by commercial airplane~~ including round-trip travel ~~to the airport or from~~ point of departure to the point of destination. Travel time ~~should~~ shall always be as minimal and reasonable as practical.

~~B.~~ Meals

B. Meal Allowance – One Day Travel

1. For one-day travel where lodging was not required, meals ~~will~~ shall be reimbursed in the form of a meal allowance to cover the cost of meals ~~and meal tips~~ according to the requirements ~~within~~ of this section.

One-Day Travel (Both In-State and Out-of-State)

<u>less than 5 hours</u>	<u>None</u>
<u>for 5 or more hours, but less than 12 hours</u>	<u>\$10.00</u>
<u>for 12 or more hours, but less than 18 hours</u>	<u>\$25.00</u>
<u>for 18 or more hours</u>	<u>\$45.00</u>

2. For medical transports performed by Fire Department personnel, if an employee is on a transport during a meal period the employee ~~will~~ shall be eligible for a meal reimbursement of \$10.00, regardless of the length of time. This reimbursement ~~will~~ shall be paid through Fire petty cash with a Medical Transport Reimbursement form.

One-Day Travel (Both In-State and Out-of-State)

<u>less than 5 hours</u>	<u>none</u>
<u>for 5 or more hours, but less than 12 hours</u>	<u>\$10.00</u>
<u>for 12 or more hours, but less than 18 hours</u>	<u>\$25.00</u>
<u>for 18 or more hours</u>	<u>\$45.00</u>

~~C.~~

C. Mileage

For personal vehicle use, the traveler must certify on the respective "Travel ~~Authorization~~ Reimbursement" form that they possess current insurance. ~~Traveler will~~ The traveler shall conform to the minimum limits of insurance as set forth in the State of New Mexico's Mandatory Financial Responsibility Act ~~effective January 1, 1984, as may be amended from time to time.~~

Private vehicle use ~~will~~shall be reimbursed at the standard mileage rate for business miles driven as established from time to time by the Internal Revenue Service.

~~Map mileage will be used to determine the number of miles unless odometer readings are provided. Justification for odometer readings that exceed map mileage by 40 miles must be submitted with the Travel Authorization form and must be approved by the Approval Authority. For travel destinations not included in Appendix A, online map charts, such as maps.google.com or mapquest.com may be used as an acceptable method to substantiate distance.~~

Map mileage shall be used to determine the number of miles.

Mileage ~~will~~shall be calculated using the lesser of:

a)

1. Residence as the point of departure to point of destination; or
- b)
2. Los Alamos ~~work location~~post of duty, as the point of departure to point of destination, or
3. Mileage ~~will~~shall be zero if a) or b) is less than normal commute distance to work.

The total mileage reimbursement for out-of-state travel shall not exceed Economy class commercial airfare plus mileage from the departure point to the airport.

Paramedic training requires extensive use of trainees' personal vehicles over an extended period ~~of time.~~. The following mileage reimbursement rules apply to paramedic training:

a)

1. Paramedic training ~~will~~shall be reimbursed based upon a weekly calculation (Sunday through Saturday)
- b)
2. Normal commute distance for the week ~~will~~shall be defined as the round trip distance from trainees residence to Los Alamos work location times a factor of 1.25 (average number of weekly round trips is based on five round trips in a four week period under the current 48/96 shift schedules)
- c)
3. Miles traveled during the week ~~will~~shall be logged using ~~actual odometer~~map miles and ~~will~~shall document points of departure and arrival.
- d)
4. Miles traveled ~~and logged by odometer readings will~~shall be reimbursed to the extent they exceed the normal commute distance calculated in Paragraph 2 above.

~~The total mileage reimbursement for out of state travel shall not exceed: Coach class commercial air fare plus mileage from departure point to the airport.~~

D. ~~D.~~ Lodging

Standard accommodations for lodging ~~will be reimbursed~~are permitted at actual costs as specified below ~~when an itemized invoice/receipt is presented. Reimbursement limits.~~ Limits for lodging are as follows:

~~a) 1.~~ 1. Not to exceed \$~~160~~185.00 base rate per night ~~plus~~excluding tax except for high-cost areas.

~~b)~~

2. Not to exceed \$~~215~~250.00 base rate per night ~~plus~~excluding tax for the following high-cost areas:

New York City	Dallas/Fort Worth
Washington, D.C.	San Francisco
Chicago	Miami
Los Angeles	Orlando
Palm Springs	Houston
Boston	<u> </u> Denver
Philadelphia	<u> </u> Phoenix
Seattle	<u> </u> Portland

Other high-cost areas, including those located outside of the United States, are allowable if approved by the ~~Department Head~~Approving Authority.