



ADMINISTRATIVE POLICIES

| | | | |
|----------|--|--------------|-------------------|
| SECTION: | Purchasing | POLICY #: | 908 |
| TITLE: | Reimbursement of Miscellaneous Travel Expenses | PROCEDURE #: | |
| | | ORDER #: | 95-12 |
| DEPT: | Fiscal Services | DIVISION: | |
| ADOPTED: | 2/1995 | REVIEWED: | REVISIED: 12/1996 |

1.0 Purpose

This establishes policy and procedure concerning reimbursement of miscellaneous travel expenses not expressly covered in bargaining agreements.

2.0 General Policy

- a. Miscellaneous travel expenses may include but are not limited to parking fees, transport fees, tips, baggage handling fees, service charges and any expense not specifically paid on transportation tickets and hotel invoices.
- b. Bargaining agreements define authorized reimbursements for mileage rate, air and train fare, and meals and lodging.
- c. Employees who are not members of a bargaining unit shall be reimbursed at the same rates, fares and costs of expenses as Oregon Public Employees Unit, Unit 6.
- d. Miscellaneous travel expenses allowances shall be:
 - 1) Where it is customary to leave a tip for a served meals or other travel services, the tip shall be reimbursed at a reasonable amount.
 - 2) When services are received and no invoice or receipt is available, the department head or elected official shall approve a written request from the employee identifying the service, when & where the service was received and why an invoice or receipt are not available.
 - 3) Employees are authorized to be reimbursed for an accumulative call per day to their immediate family when county business requires them to be away from home.



- e. Travel reimbursement requests shall be submitted to the Board of Commissioners, elected official or department head or assigned designee within 90 days of completing the travel. Failure to request within 90 days or prior to the closure of the fiscal year will result in forfeiture of the claim.

Adopted: 2/95
Revised: 12/96