Items Requiring Receipts for Reimbursement

Airfare	If paid personally, original invoice/receipt showing itinerary and payment by personal credit card; balance due should be zero.
Lodging	If paid personally, original detailed receipt showing payment by personal credit card, personal check or cash; balance due should be zero.
Vehicle Rentals	Final invoice/billing plus gasoline receipts
Meals	Local meals (within 50 mile radius of the workplace) require original, detailed receipt showing the food items. A credit card slip alone is not sufficient.
Registration Fee	Original receipt
Taxi-Shuttle	If one-way cost exceeds $10
Parking/Tolls	If cost exceeds $10
Miscellaneous	Any claim in excess of $10

Other Documentation Required

- Agendas are required anytime a meal or food is claimed; for local meals, non-local meals, or a business function.

Expenses not Reimbursable

- Expenses which are not business related.
- Alcoholic beverages
- Spouse or family member's travel costs
- Lost/stolen cash or personal property
- Avoidable expenses for non-business related activities, e.g. sightseeing, etc.
- Traffic citations, parking tickets, and other fines.
- Additional charges incurred for personal use of a vehicle rental on a combined business/personal trip.
- Excess cost of circuitous or side trips for personal reasons
- Meals included in the cost of registration fees, lodging, etc.
- Pay for view movies in hotel room
- Extra baggage charges for personal items or to accommodate longer stay due to personal time.

Travel Advances

County employees who receive their pay directly from Clark County may request advance funds for non-local travel for county business of up to $100 per full or partial day . The funds may be used for customary incidental expenses incurred while traveling such as meals, ground transportation and other expenses.

These funds may not be used for personal loans, pre-registration fees, direct payment of airline tickets or reimbursement to employees for travel already incurred.

An advance is issued upon submission of a signed travel advance request approved by the department. The employee may not have any outstanding prior advances. Accounting for the funds must be done no later than 10 working days following the date of the return from travel. The advance is issued and distributed to the employee the last working day preceding the day of travel.

Helpful Links

Auditor's Office Intranet website; Accounts Payable Section; Travel/Reimbursement

Mapquest: www.mapquest.com

Use this internet address to find total miles between your workplace and your business destination needed to complete travel forms.

NACO:
http://www.naco.org/Counties/Pages/CitySearch.aspx

Use this internet address to search for a city or county to determine if your business destination is in a location considered low-cost or high-cost per diem.

2016 Meal Per Diem Location Chart is located on the Auditor's Office Intranet Site, Accounts Payable section, Travel Reimbursement, 2016 Meal Per Diem Lo-cation Chart

This chart is also used to determine if the business destination is considered low-cost or high cost per diem.

proud past, promising future

CLARK COUNTY
WASHINGTON

CLARK COUNTY WASHINGTON

TRAVELER'S REFERENCE GUIDE

Questions to:
Clark County
cnty.Auditor's Office Accts Payable
E-mail:
AuditorAccountsPayable@clark.wa.gov
Phone: (360)397-2310

Effective: 08/25/2011
Updated: 2016

General Policy

The information in this brochure is only a summarization of Clark County's Travel Policy. Refer to the Auditor's Office Intranet Website to access the complete Business Expense Reimbursement Policy and more detailed information concerning travel or to find the current travel forms. Only travel expenses related to official county business are eligible for reimbursement.

It is recommended that travel arrangements be made through the county travel agent for airfare or through the purchasing process for hotels, rental cars, and registration fees.

All requests for reimbursement of travel costs must be submitted on the county approved form. Travel claims for all employees must be signed by both the employee and the employee's supervisor.

Air Travel

Air travel for official county business is an allowable expense covered at actual cost. Arrangements should be made through the county's approved travel agency(s). Contact your department travel coordinator to make reservations with the travel agency.

If airfare is paid with a personal credit card, an itemized receipt is required for reimbursement. Reimbursement will not be made until after the travel is complete.

Vehicle Mileage

Personal automobile usage for official county business is reimbursed at the prevailing IRS rate per mile from the employee's business location to the travel destination.

2016 IRS Mileage Rates:

Effective 1/1-12/31/16 .54 mile

Other Transportation Costs

Actual costs of bus, train, taxi, tolls, and parking fees are reimbursable. Original receipts are required for each cost that exceeds $10 .

Rental Cars

The cost of a rental car required when traveling on official county business is an allowable expense at actual cost. The original, detailed receipt is required. It is recommended that rental cars be reserved through the county's current contracted car rental provider. Contact your department travel coordinator to make arrangements for a rental vehicle.

Lodging

The actual cost of hotel accommodations at single occupancy rate is an allowable expense when traveling on official county business. Government rates should be requested. An itemized, original receipt is required if paid with a personal credit card.

It is recommended that lodging be reserved with a PO, if possible. Otherwise, the stay must be reserved using a personal credit card. A county check can be prepared that the traveler can take with them to pay for the stay upon arrival. If the traveler pays for the lodging personally they will be reimbursed by submitting the original, detailed receipt from the hotel **after the stay is completed.**

Overnight lodging within a 50 mile radius of Clark County Courthouse (or workplace) is not allowable, with limited exceptions. (Review Business Policy, Section II Travel Related Expenses, Paragraph E).

Meals

Business meal expense is reimbursable if incurred in the necessary discharge of the employee's official duties and is limited to those instances where a clearly official function is performed.

Local Meals

Local meals are those that are incurred within a 50 mile radius of the Clark County Courthouse (or workplace). Local meals are reimbursed on an actual cost basis to include the cost of the meal, beverages (excluding alcohol) and gratuities up to 15% of meal costs. In general, meal reimbursements should not exceed the applicable per diem rate for that meal. Original, detailed receipts are required for reimbursement of local meals. A credit card slip alone is not sufficient documentation. Local meal reimbursements are contingent upon availability of adequate budgeted funds at the department level.

An example of a qualifying meal would be for an employee attending a business meeting or seminar where the fee does not include a meal.

Examples of meals that are not eligible for reimbursement include routine meals with individuals, consultants, employees of the county, other agencies or service clubs.

Non-Local Meals

Non-local meals are those incurred outside a 50 mile radius of the workplace. Non-local meals are reimbursed on a per diem rate basis as established by IRS using the High-Low substantiation method. No receipts are required.

Meals provided at a conference or seminar are not eligible for reimbursement. When a hotel offers a full hot breakfast in the cost of lodging, breakfast per diem for that day is not eligible. An exception is for continental breakfasts which are not considered a meal.

To be eligible for a per diem meal you must be considered in travel status. The Auditor's office is no longer monitoring times of departure and arrival. It is now up to the department to monitor and decide whether to reimburse the traveler for partial or full days.

Current 2016 Per Diem Rates:

	Low-Cost	High-Cost
Breakfast	$13.00	$18.00
Lunch	$19.00	$23.00
Dinner	$30.00	$32.00
Total for Day	$62.00	$73.00

Miscellaneous Expenses

Other travel related costs such as tips for taxi rides, shuttles, bellhops and porters are reimbursable. Good judgment should be used when incurring these costs. Receipts must be provided for all non-meal costs in excess of $10.