



Unified Government Human Resources Guide

Effective 04-01-05

TRAVEL, TRAINING AND MILEAGE REIMBURSEMENT

I. General: It is the policy of the Unified Government to provide payment for the cost of authorized travel for official Unified Government business.

II. Policy

A. Travel/Training

1. Travel within the State of Kansas or within the Kansas City Metropolitan area (Cass, Clay, Jackson, Platte and Ray counties in Missouri) where expenses are less than \$100 does not require a travel request. Notification to and approval of the immediate supervisor is required.
2. Travel within the State of Kansas or the Kansas City Metropolitan area where expenses are \$100 but do not exceed a total estimated individual cost of \$1,000 must be approved by:
 - a. Division Head, and
 - b. Department Head
3. All travel outside the State of Kansas or the Kansas City Metropolitan area or travel in which total estimated individual cost exceeds \$1,000 must be approved by all the following:
 - a. Division Head
 - b. Department Head
 - c. County Administrator

When deemed appropriate, the County Administrator can place conditions on approval of travel/training requests, including requiring that the employee reimburse the Unified Government for expenses in the event that the employee terminates his or her employment within a specified period of time. Copies of travel/training requests over \$1,000 approved by County Administrator will be sent to the Unified Government Clerk's Office to be included in the weekly business materials.

4. Plans for travel must be approved in advance, and are expected to reflect the prudent use of tax money. Therefore, as a general rule, travel plans should utilize economy or coach class accommodations. Requests for travel must be submitted on a Training/Travel Request form.

The department head will determine if budget authority is available.

5. Authorized expenditures

- a. Expenditures authorized for payment include conference fees, transportation, lodging, gratuities, meals, business-related telephone calls, and urgently needed supplies and services.



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Itemized receipts are required for all reimbursable expenditures. Unauthorized expenditures should be identified on receipts submitted.

- b. Expenditures for alcoholic beverages are not authorized for payment.
6. With department head approval Unified Government procurement cards may be issued through Purchasing prior to travel for the purpose of paying for travel related expenses.
7. Meals
 - a. Overnight Travel
 - (1) Employee opts for one of the following methods of receiving payment at the time the travel request is submitted:
 - (a) Reimbursement of per diem allowance—No meals may be charged on Unified Government procurement card (Unified Government credit card), when using the per diem allowance. Gratuities are included in per diem.
 - (b) Reimbursement of actual expenses is contingent on submission of itemized receipts. Unified Government procurement cards may be used in lieu of reimbursement. Gratuities for meals shall not exceed 15%.
 - (2) Daily allowances for both options are as outlined by the IRS Guide. (Contact the Finance Department/Accounting Division for a current copy of the IRS Guide on per diem allowances.)
 - b. Non-overnight Travel—Employee will receive reimbursement of actual expenses based on itemized receipts. UG procurement cards may be used in lieu of reimbursement. Gratuities for meals will not exceed 15%.
8. Credit for overtime work (earning comp time) must be requested on the Training/Travel Request form and approved in advance. As a general rule, when attendance is voluntary, the time used for travel to, and attendance at, conferences and training sessions is not considered to be overtime work. (See 3.4—Overtime/Compensatory Time,)
9. Payment for transportation and lodging will be made on the basis of actual cost with the following exception:

If the employee elects to drive his/her personal vehicle on an out-of-town trip, the mileage reimbursement amount (including all additional expenses related to the trip) shall not exceed the amount of the lowest available direct airfare, shall be limited to business-related mileage, and shall be computed at the current reimbursement rate.



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10. Requirements for travel expense reimbursement:
 - a. Travel is completed
 - b. Travel and travel-related expenses do not exceed those estimates approved on the Training/Travel Request form
 - c. Receipts are submitted for all reimbursable expenses except per diem for meals
11. Employees must file report for all training when individual or group costs exceed \$500.00. The purpose of the travel report requirement is to enhance the sharing of information gained through the employee's attendance at conferences, seminars, and meetings. Employees are encouraged to include handouts and other relevant information received as a result of travel.
 - a. It is the Department Head's responsibility to make sure reports are completed and kept on file in the Department.
 - b. The Department Head will make sure the report information will be shared with the appropriate staff.
 - c. The report will indicate the purpose of the travel, what was learned, and how the information will be used or distributed.

B. Mileage Reimbursement

1. Mileage shall be computed at the current Unified Government reimbursement rate.
2. Employees receiving a monthly car allowance will be reimbursed only for mileage incurred on any authorized travel.
3. Employees not receiving a car allowance will be reimbursed for mileage incurred on any authorized travel by completing the Mileage Reimbursement form. Whenever possible, employees should attempt to consolidate amounts of mileage reimbursement due into one large reimbursement request.

C. Car Allowance

The Unified Government pays a car allowance to employees who are by their job duties obligated to use their own car for Unified Government business.

- a. Only employees in field inspector positions or managers who have field responsibilities are eligible for car allowance.
- b. When a position is vacated and subsequently filled, the new employee must be approved for car allowance by the County Administrator.
- c. Car allowance rates are set by the Board of Commissioners on an annual basis.



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- d. The Unified Government will not pay car allowance to any employee who is not physically on the job for the minimum month. (See Definitions.)
- e. Employees receiving car allowance are not eligible for mileage reimbursement.
- f. Employees provided with a Unified Government vehicle are not eligible for car allowance.

RELATED POLICY: 3.4 Overtime/Compensatory Time

RELATED FORM(S): Training/Travel Request

Mileage Reimbursement Form