

COUNTY OF PRINCE GEORGE ADMINISTRATIVE POLICIES Prince George, Virginia	POLICY NUMBER: 170.1 through 170.3	Page 1 of 8
SUBJECT:	SUPERSEDES: October 22, 2019	DATE ISSUED: February 25, 2020
Expense Reports and Purchase Cards/Accounts	AUTHORIZATION: Percy C. Ashcraft, County Administrator	

170.1 Expense Reimbursements

Expenses should generally be invoiced directly to the County or made using a County-issued Purchase Card (P-Card). Occasionally, individuals will incur County-related expenses that must be reimbursed to the employee. Policy 170.2 provides documentation requirements and procedures for all individual reimbursements. Policy 170.3 outlines purchase card (P-Card) documentation requirements. For travel related expenses, please also see the County's travel policy, Section 100.

170.2 Expense Report Form

All requests for reimbursement must be itemized and documented on an expense report form. The report should only include expenses that the employee paid out of pocket; expenses paid directly by the County via invoice, travel advance, or County P-Card should not be included on this form. Detailed itemized receipts are required for reimbursement of lodging expenses, meals, gasoline, office supplies and other purchased goods or services. A receipt is also required for tolls, parking, and tips unless the employee certifies, by signature on the expense report, that receipts were unavailable, such as unmanned toll booths, honor box parking, etc. Employees assume responsibility for ensuring that proper documentation is attached to an expense report. They also accept the risk that they **will** ~~may~~ not be reimbursed for expense claims that do not have proper documentation. For specific types of expenses, the following requirements apply:

1. Meals, Food, & Lodging

All receipts for meals, food purchases, and lodging **for out of town travel** must include the following information:

- a. A detailed itemized receipt (to include the meals purchased or services provided)
- b. The business purpose of the meal or lodging (lunch meeting on named topic, emergency/overtime work, etc.) and **must** ~~should~~ include **authorization** for overnight travel: Travel Authorization Form with conference registration and itinerary
- c. The names of all those **Prince George County attendees** who attended meeting or conference (employee and non-employee) **and whose costs are included on submitted receipt**
- d. GSA limits and maximum gratuity **must** ~~should~~ be followed for all food / meal purchases in accordance with Travel Policy, Section 100

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- e. Employees / County Representatives may use the **Food Purchase Form** to provide needed information for business food purchases or add in writing such information on **the face of the** Purchase-Card receipt **or on an attachment**
- f. **Employees must adhere to requirements of Policy 330 related to non-travel food purchases**

2. Goods and Services

All receipts for goods and services must include the following information:

- a. An itemized receipt (to include a description of the commodity or service purchased and its purpose - if this is not preprinted the employee **must** ~~should~~ provide the information on the **face** ~~back~~ of the receipt, **or on an attachment.**)
- b. The business purpose of the purchase
- c. **Use of public funds to purchase apps, additional i-cloud storage or monthly subscriptions on county devices for personal use is strictly prohibited. Any apps, additional i-cloud storage or monthly subscription fees that have a direct and specific use in the performance of an employee's job must be pre-approved in writing by the County Administrator and IT Director. Board approval must be obtained for such purchases by Board employees.**

3. Mileage Reimbursements

Employees are responsible for documenting mileage on their personal cars for reimbursement, and mileage **will** ~~shall~~ be reimbursed at the rate set by the County Administrator. Only certain employees approved by the County Administrator in advance will receive mileage reimbursement. All other employees or volunteers will be required to check out county vehicles, in advance. Actual business mileage in a personal vehicle **must** ~~shall~~ be listed on the expense report, including the starting point, destination, and purpose in the description section of the report.

4. Gifts and Gift Cards

Generally, the purchase of gifts or gift cards for **employees, interns or volunteers** using public funds is **prohibited**. Exceptions are:

- **The Board of Supervisors, County Administration, and the Human Resources Department may purchase gifts / gift cards for employees for Board approved employee events as door prizes and/or tokens of**

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meritorious action or service. The value of such gifts/gift cards must not exceed \$25.00 per gift.

The Social Services Department may purchase gas and retail store gift cards for distribution to their Virginia Initiative for Employment not Welfare (VIEW) clients. Each VIEW client is permitted to make purchases in accordance with a service plan. The log documenting the distribution of the gift card and receipts documenting use will be provided to the Finance Department once purchases are complete.

The Social Services Department may purchase gift cards as incentives for the Safe and Stable grant.

Following the distribution of gift cards, a **Prince George County Gift Card Distribution Log (or similar department-prepared log)** must be provided to the Finance Department that documents the recipient name, the amount of gift card and a recipient signature. Finance will file this log with the Expense Report or Purchase Card receipt.

5. Expressions of Sympathy and Concern

The **Human Resources Department**, at the direction of the County Administrator, may purchase flowers to express sympathy or concern to:

The family of a recently deceased –

- current employee;
- current Prince George County elected official;
- current Prince George County Board or Commission member;
- or current Prince George County volunteer.

A current employee, elected official, Board or Commission member, with a recently deceased spouse, child or parent.

The value of such flower arrangement must not exceed \$60.00 and will be sent on behalf of the Prince George County Board of Supervisors and County employees.

Expressions of concern for an employee, elected official, or Board or Commission member who has or is recovering from a serious medical issue must be limited to a card.

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6. Expense Report Approval

Expense reports must be approved by the employee’s immediate supervisor and the Department Director (if applicable). The County Administrator will approve expense reports for Department Directors **and Constitutional Officers. The Board of Supervisors will annually appoint a committee of two members to review and approve any expense report and supporting documentation for employees who report directly to the Board (County Administrator, County Attorney and County Clerk).** Supervisors hold responsibility for verifying that expenses are supported by the required documentation, **conform with County policies**, were incurred on legitimate County business (~~during work hours or after hours for legitimate purposes~~), and did not include amounts paid for alcohol, entertainment (~~unless a legitimate business expense~~), or unauthorized persons. Supervisors are encouraged to review expense reports in conjunction with the employee’s time sheet(s) and related invoices submitted for payment.

Under no circumstances will the County reimburse the purchase of alcoholic beverages. **Employees must refer to Policy 330 to determine whether non-travel food purchases are allowable.**

Employees are responsible for making sure their purchases are pre-approved by the Department Director. Purchases made without prior approval may be the responsibility of the employee.

170.3 Purchase Cards and Credit Card Accounts

Purchase cards (P-Cards) are to only be used for business purposes. Incidental personal expenses incurred in connection with County business (such as a family member’s meal when accompanying an employee on County-related travel) are prohibited. Separate purchases ~~must~~ **should** be made for personal items, alcoholic beverages and expenses for family members or travel companions. These items ~~must not be purchased~~ **should be purchased on a separate credit card and not be combined** on the county p-card or credit card. **The business purpose of the purchase must be clearly documented on the face of the purchase card receipt or on an attachment.**

Under no circumstances ~~may~~ **shall** County purchase cards or purchase accounts be used to circumvent the County’s procurement or travel policies. **The documentation requirements for purchases on the purchase card are the same as those for expense reports listed in Policy 170.2.** Employees ~~must~~ **should** print order confirmations for Internet purchases made by purchase card. Department Directors assume responsibility for ensuring that proper documentation is provided and that charges are proper and the correct amounts have been charged.

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It is the responsibility of each employee to obtain a detailed itemized receipt at the time of purchase, and to maintain those receipts for submission to his/her Department Director and the Finance Department. Purchases, made for any purpose, that are not supported by a detailed itemized receipt will be considered unauthorized and the employee will be responsible for reimbursing the County for the full purchase amount within 30 days.

Cash advances on County purchase cards or credit cards are strictly forbidden. Cash refunds or in-store credits for returned items are also strictly forbidden. Such amounts must be credited to the purchase card account.

Employees with custody of County purchase cards are responsible for protecting them from theft, loss, or misuse. Lost or stolen County purchase cards and fraudulent charges must be reported to their Department head and the Finance Department immediately.

1. Meals, Food, & Lodging for out of town travel

All Purchase Card receipts for meals, food purchases, and lodging for out of town travel must include the following information:

- a. A detailed itemized receipt (to include the meals purchased or services provided)
- b. The business purpose of the meal or lodging (lunch meeting on named topic, emergency/overtime work, etc.) and **must** ~~should~~ include **authorization** for overnight travel: Travel Authorization Form with conference registration and itinerary for each purchase card cycle in which those conference charges appear
- c. The names of all those **Prince George County attendees** who attended meeting or conference (employee and non-employee) and **whose costs are included on submitted receipt**
- d. GSA limits and maximum gratuity **must** ~~should~~ be followed for all food / meal purchases in accordance with Travel Policy, section 100. Excess meal charges will be reimbursed to the County within 30 days or purchase card may be suspended
- e. Employees / County Representatives may use the Food Purchase Form to provide needed information for business food purchases or add in writing such information ~~on Purchase Card receipt~~ on the **face back** of the **Purchase Card** receipt, **or on an attachment**
- f. **Employees must adhere to requirements of Policy 330 related to non-travel food purchases**

2. Goods and Services

All Purchase Card receipts for goods and services must include the following information:

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- a. A detailed itemized receipt (to include a description of the commodity or service purchased and its purpose - if this is not preprinted the employee **must** ~~should~~ provide the information on the **face back** of the receipt **or on an attachment**).
- b. The business purpose of the purchase
- c. Use of public funds to purchase apps, additional i-cloud storage or monthly subscriptions on county devices for personal use is strictly prohibited. Any apps, additional i-cloud storage or monthly subscription fees that have a direct and specific use in the performance of an employee's job must be pre-approved in writing by the County Administrator and IT Director. Board approval must be obtained for such purchases by Board employees. Employees must not link County purchase-card credit card account to i-tunes accounts to avoid erroneous personal charges.

3. Gifts and Gift Cards

Generally, the purchase of gifts or gift cards for **employees, interns or volunteers** using public funds is **prohibited**. Exceptions are:

- The Board of Supervisors, County Administration, and the Human Resources Department may purchase gifts / gift cards for employees for Board approved employee events as door prizes and/or tokens of meritorious action or service. The value of such gifts/gift cards must not exceed \$25.00 per gift.

The Social Services Department may purchase gas and retail store gift cards for distribution to their Virginia Initiative for Employment not Welfare (VIEW) clients. Each VIEW client is permitted to make purchases in accordance with a service plan. The log documenting the distribution of the gift card and receipts documenting use will be provided to the Finance Department once purchases are complete.

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Following the distribution of gift cards, a **Prince George County Gift Card Distribution Log (or similar department-prepared log)** must be provided to the Finance Department that documents the recipient name, the amount of gift card and a recipient signature. Finance will file this log with the Expense Report or Purchase Card receipt.

4. Expressions of Sympathy and Concern

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The **Human Resources Department**, at the Direction of the County Administrator, may purchase flowers to express sympathy or concern to:

The family of a recently deceased –

- current employee;
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- or current Prince George County volunteer.

An employee, elected official, or Board or Commission member, with a recently deceased spouse, child or parent

The value of such flower arrangement must not exceed \$60.00 and will be sent on behalf of the Prince George County Board of Supervisors and County employees.

Expressions of concern for an employee, elected official, or Board or Commission member who has or is recovering from a serious medical issue must be limited to a card.

5. Credit Limits

All purchase cards are assigned a purchase limit. Requests for an increase in the limit must be submitted to the Department Director and approved by the Finance Director. Dividing purchases between purchase cards or other payment methods to stay within established limits is not permitted.

6. Sales Tax Exemption

Most County purchases are exempt from Virginia State Sales Tax. When making a p-card or credit card purchase, card users should remind the vendor of the County tax-exempt status and examine the receipt to verify sales tax was not charged. By State statute, the County is not exempt from sales tax for lodging or other accommodations. The County is not exempt from sales tax imposed by other states on goods and services.

Cardholder can request a Tax Exempt form from Finance, and the County's tax exempt number is on each p-card. Tax exemptions are ONLY to be used when making purchase for official County business. Employees may be required to return to the store to get the sales tax dismissed. In other circumstances, sales tax may not be reimbursed.

7. Purchase Card Reports and Credit Card Statements

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Purchase card reports must be reconciled, coded and approved by the Department Director or his/her designee. Department Directors are responsible for submitting purchase card reports and supporting documentation to the Finance Department in a timely manner so they may be paid prior to the date payment is due. County Credit Card statements **must** ~~should~~ be reconciled with receipts, coded and returned to finance immediately to avoid late fees. Department Directors may be held responsible for late penalties and finance charges if statements are not submitted to Finance prior to the date due.

8. Audit

It is the policy of the Finance Department to annually audit a percentage of reimbursement requests and/or purchase card expenditures.

9. Fraudulent use of the Purchase Card or Credit Card

Use of the Purchasing card or credit card for personal or non-county expenses may result in termination of the card account and the cardholder may be subject to potential disciplinary action up to and including termination of employment and criminal prosecution.

10. Approval of Purchase Card and Credit Card Transactions

Purchase card / credit card receipts and monthly statements must be reviewed and approved by the employee's immediate supervisor and the Department Director (if applicable). The County Administrator will review and approve purchase card / credit card receipts and monthly statements for Department Directors and Constitutional Officers. The Board of Supervisors will annually appoint a committee of two members to review and approve the purchase card / credit card receipts and monthly statements for employees who report directly to the Board (County Administrator, County Attorney and County Clerk). Supervisors hold responsibility for verifying that expenses are supported by the required documentation, conform with County policies, were incurred on legitimate County business, and did not include amounts paid for alcohol, entertainment, or unauthorized persons. Supervisors are encouraged to review purchase card / credit card receipts and monthly statements in conjunction with the employee's time sheet(s). Approvals must be documented by a signature on the monthly credit card / purchase card statements.