



PRINCE GEORGE FIRE AND EMS

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Section No: 1.8

Date: May 1, 2011

Title: Travel

Authorized By:

Travel

Purpose and Scope

It is the objective of Prince George Fire and EMS to provide for necessary job-related travel within the guidelines set forth in this document. This policy defines the travel policies and procedures for County employees and any other persons, to include volunteers, authorized to travel on behalf of Prince George County. Expenditures must be within the department's budget and may be subject to additional departmental policies as approved by the County Administrator.

Compliance with this policy is necessary to ensure that expenditures of public funds are appropriate and documented to meet legal requirements and maintain public trust.

Definitions

A. Local Travel:

1. Day trips of less than 150 miles round trip (75 miles one way) distance from the assigned work area when the employee is not away overnight.

B. Non-local Travel:

1. Travel involving at least one or more overnight absences from the assigned work area exceeding 150 miles round trip (75 miles one way).

Travel Authorization

- A. Overnight travel must be pre-approved by the Director and County Administrator at least two (2) weeks prior to travel. Employees must fill out a Travel Authorization Form (form may be obtained from Human Resources) and attach a copy of the registration and itinerary in order to receive required prior approval. Any travel taken without prior approval shall be deemed as a personal expense to the traveler.

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Transportation

- A. Employees shall use the most cost effective means of transportation. Employees may use a County vehicle or their personal vehicle for necessary travel, although the use of a County vehicle is encouraged. When available, employee carpooling is encouraged. If an employee uses a personal vehicle, then the employee will be reimbursed for work-related mileage at the mileage rate established by the County Administrator. The Director reserves the right to specify that a County vehicle must be used for certain types of travel. Employees may not use County vehicles when combining work related travel and personal leave. The use of a County vehicle is regulated by the County's vehicle policy. For non-local travel, employees shall obtain the cheapest airfare available. The employee shall request a compact or sub-compact when renting a vehicle for non-local travel to and from the airport. If three or more employees are traveling together, a mid- to full-size vehicle may be rented.

Travel Working Hours

- A. For non-local travel, hours worked are calculated by using the typical start and finish times of a regular eight-hour work day, unless attendance at evening sessions is required and the conference itself is required to maintain or obtain certifications required for the job. Hours spent traveling to a destination on days in which the employee is not regularly scheduled to work shall be compensated in accordance with the Fair Labor Standards Act and County Policy.

Lodging, Meals and Incidentals

- A. For non-local travel, employees who must leave prior to 6:30 a.m. shall be reimbursed for breakfast. Employees leaving on a non-local trip prior to 12:00 p.m. and returning from a non-local trip after 2:00 p.m. will be reimbursed for lunch. Employees returning after 7:30 p.m. from a non-local trip will be reimbursed for dinner. The per diem expenditure shall not exceed \$45 unless, however, employee is traveling to a high-cost area. The per diem expenditure shall not exceed \$75 for a high-cost area.

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B. High-cost areas shall be defined as those areas so designated by the Commonwealth of Virginia Travel Policy (Information available in Human Resources).

1. The following is the guideline for determining the daily meal allowance:

Meal	Ordinary Allowance	High Cost Areas
Breakfast	\$8.00	\$14.00
Lunch	\$12.00	\$17.50
Dinner	\$25.00	\$43.50
Total	\$45.00	\$75.00

- C. When meals are provided as part of the registration fee/ticket event, employees will not be reimbursed for those meals should they choose to eat elsewhere. If meals are included in the conference cost, there shall be no reimbursement for those respective meals. Under no circumstances will employees be reimbursed for the purchase of alcoholic beverages.
- D. Employees shall receive reimbursement for incidentals such as tolls and normal and customary tips to baggage handlers and vehicle driver. Only one personal phone call per day, with a \$5.00 maximum limit, will be reimbursed during overnight travel.
- E. In the event that individuals not on County business accompany the employee, the single occupancy rate, if different from the double occupancy rate, shall be paid by the County. Additionally, all meals, transportation, or other charges for individuals not on County business who accompany the County employee are the responsibility of the County employee.

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Reimbursements/Advances

- A. Employees must submit an Expense Report Form (form may be obtained in Finance) listing expenses for which they are entitled to be reimbursed. The report should only include expenses that the employee paid out of pocket; expenses paid for directly by the County should not be included on this form. If County credit card is used, employee must attach documentation to the credit card invoice that includes reason for expenditure, date of expenditure and date travel was originally approved. The expense report must have supporting documentation as well as date travel was originally approved. Receipts are required for reimbursement of lodging expenses, meals, gasoline, and other purchased commodities. Receipts for meals and lodging expenses must be itemized. 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. For pre-approved overnight travel, employees may request a travel advance.
- B. The travel advance should not be used to pay for accommodations, as those may be pre-paid by the County. The Director must submit a check request to the Finance Department no less than 14 days prior to travel, not to exceed \$50.00 for each expected day of travel. Checks will not be issued for travel advances for amounts less than \$50.00. Employees must submit itemized receipts for all travel expenditures along with the registration from the conference, convention or seminar within fifteen (15) business days. Failure to do so will result in the employee not being reimbursed for travel-related expenditures. Advances in excess of the actual expenditure amount must be reimbursed to the County. It is the responsibility of the Director to ensure that travel advances are deducted from the expense report submitted by the employee for reimbursement.
1. The following are non-reimbursable items:
 - i) Loss of funds or personal belongings
 - ii) Alcoholic beverages
 - iii) Damage to personal vehicles, clothing or other items
 - iv) Service to gain entry to a locked vehicle
 - v) Entertainment expenses
 - vi) Expenses related to the personal negligence of a traveler such as fines
 - vii) Personal expenses incurred while the traveler is on annual leave when business travel and personal travel are combined.

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