

A RESOLUTION TO ESTABLISH  
COMPREHENSIVE TRAVEL REGULATIONS  
FOR EMPLOYEES OF WEAKLEY COUNTY

1. Travel may not be undertaken unless it is authorized in advance by proper authority. Claims for reimbursement for travel expenses should be submitted no later than thirty (30) days after completion of the travel. Claims submitted after this period must provide written explanation for the delay.
2. Approved travel is on the basis of reimbursement for the necessary business expenses incurred subject to the limitations set forth herein. Receipts are required for all items or fares in excess of \$2.50 except for meals, taxi fares, tolls and ferry fees.
3. Travel must be by the most direct route possible and any individual traveling by an indirect route must assume any extra expense incurred thereby.
4. The work station of an employee shall be designated by the appointing authority. It is normally expected that the work station is that location at which the employee spends the major portion of his working time. Expenses for meals and lodging will be allowed when overnight travel is required outside the county. Mileage shall be computed from the employee's residence or work station whichever is shorter.
5. The following time schedule shall determine eligibility for reimbursement for meals. Any employee at his station during these times shall not be entitled to reimbursement.

Breakfast: 7:00 a.m. - 8:00 a.m.  
Lunch: 11:00 a.m. - 1:30 p.m.  
Dinner: 5:00 p.m. - 6:30 p.m.

Reimbursement for lunch meals will not be made unless overnight travel is involved.

6. The limits on travel expenses set forth herein are maximum amounts above which reimbursements cannot be made. County employees when traveling should be as conservative as circumstances permit.

CLAIMS FOR TRAVEL EXPENSE

7. Expenses of books, supplies, postage, stenographic help, and other items that do not constitute actual traveling expenses should not be made a part of the travel claim.

TRANSPORTATION

8. Transportation for persons traveling singly out-of-state should be by common carrier (air, train, bus) wherever practicable and the fare must not exceed the regular tourist fare charged the general public. Advantage must be taken of round trip rates when available. A receipt in the form of a ticket stub must accompany the expense claim. The use of air travel is encouraged when time is an important factor or where the trip is so long that other methods of travel would prove more expensive because of subsistence allowance.
9. AUTOMOBILE TRAVEL - Officials and employees should make use of county-owned cars whenever possible. However, county-owned vehicles should be used only on official business.
10. When transportation is by county-owned car, the necessary automobile repair bills, tolls, parking, gasoline, and storage expenses are allowable. In the use of personally-owned cars, the authorized mileage allowance includes all operating expenses such as gas, oil, and repairs precluding any separate claim for such items.
11. Reimbursement for mileage may be claimed under the following conditions for employees who have been authorized to use personal cars for county business:
  - (a) If a personally-owned car has been authorized in the daily performance of duties, employees shall be reimbursed at the rate of seventeen (17) cents per mile.
  - (b) If an employee is authorized in writing by the County Judge to use his personal vehicle on out-of-state trips for the convenience of the county, reimbursement may be claimed at the rate of seventeen (17) cents per mile provided that the cost of such reimbursement is less than the comparable cost of commercial transportation including taxi fares and/or limousine charges.

(c) If an employee elects to use his personally-owned car for his convenience on out-of state trips, reimbursement will be based on a rate of twelve (12) cents per mile; however, if more than one employee is transported, the rate of seventeen (17) cents per mile may be claimed if the names of employees so transported are provided. The total cost of an out-of-state trip in a personally-owned car shall not exceed the total cost for the same trip if commercial transportation were used including taxi fares and/or limousine charges.

(d) On out-of state trips, mileage rates in (c) above shall apply to the entire mileage claimed including that traveled within the state boundaries as well as that traveled outside the state boundaries.

(e) Mileage as shown by the official state map and that published by Rand-McNally for out-of-state routes will be regarded as official.

(f) Vicinity mileage must be reported on a separate line and not included with point to point mileage. Only mileage on official business may be claimed for reimbursement.

12. Charges for automobile rental shall not be allowed unless specific written authorization is secured in advance from the County Judge.

13. TAXI FARES - If an individual travels by common carrier, reasonable taxi fares will be allowed for necessary transportation. It is expected that bus or limousine service to and from airports will be used where available and practical. In traveling between hotel or lodging and meeting or conference, reasonable taxi fares will be allowed.

14. TOLLS AND FERRY FEES - Reasonable tolls and ferry fees will be allowed where necessary.

15. PARKING - Necessary charges for hotel and airport parking will be allowed provided that airport parking fees do not exceed normal taxi fare to and from the airport. Receipts must be furnished on airport and hotel parking.

16. Unnecessary meals and lodging expenses which are occasioned by the use of an automobile for reasons of the employee's personal convenience, or which are due to travel by an indirect route, will not be allowed.

#### OUT-OF-STATE TRAVEL

17. LODGING - Reimbursement for actual expenses for out-of-state lodging will be on the following basis:

(a) Out-of-state lodging in New York City will be allowed up to \$50.00 per day plus tax.

(b) Out-of-state lodging in all other cities will be allowed up to \$35.00 per day plus tax; however, in-route lodging will be allowed for only one day each way on trips of long duration.

(c) Resort and convention hotels will be given special consideration provided written request is made in advance to the County Judge.

(d) Baggage handling fees will be allowed up to \$2.00.

18. If a room is shared with other than a County Employee, actual cost subject to the maximum above will be allowed. The receipt for the entire amount should be submitted with the expense account.

19. MEALS - A meal and subsistence allowance of \$18.00 per day will be provided for out-of-state travel. For fractional days in travel status, the \$18.00 allowance will be prorated as follows: \$4.00 for breakfast, \$6.00 for lunch and \$8.00 for dinner.

#### IN-STATE TRAVEL

20. LODGING - Reimbursement for actual expenses for in-state lodging will be made on the following basis:

(a) Lodging in the cities in-state as well as all state parks will be allowed up to \$20.00 per day plus tax.

(b) Resort and convention hotels will be given special consideration provided written request is made in advance to the County Judge.

21. MEALS - A meal allowance of \$12.00 per day will be provided for in-state travel. For fractional days in travel status, the \$12.00 limit will be prorated as follows: \$3.00 for breakfast \$4.00 for lunch, \$5.00 for dinner.

- 22. Expenditures for entertainment (employee or others), laundry, valet service, theater, etc., are personal charges and will not be allowed.
- 23. Charges for long distance telephone calls on official business will be allowed provided a statement is furnished indicating the date, name and location called. Telegrams will be allowed provided a statement similar to that for long distance calls is furnished. Local calls on official business will be allowed.
- 24. Registration fees for approved conferences, conventions, seminars, meetings, etc., will be allowed including cost of official banquets and/or luncheons. However, no separate claim for the corresponding meal will be allowed when a banquet or luncheon is claimed.
- 25. All signatures on a travel claim must be original. No stamped signatures will be permitted.
- 26. Each department head shall be responsible for insuring that the use of personally-owned automobiles is properly limited to working conditions which are such that the use of a county owned vehicle is impossible or impractical. Full utilization of county-owned vehicles should be the primary consideration where travel is concerned.
- 27. The County Commission shall have the authority to grant exemption from any part or all of these rules and regulations when deemed appropriate and necessary.  
These rules and regulations supersede and rescind all previous travel regulations promulgated.
- 28. Mileage, meals and lodging reimbursements will automatically adjust in accordance with the state legislature authorization for state employees.

Travel Regulations

Pursuant to the rules of the Weakley County Legislative Body, this Resolution is sponsored by the following Commissioners:

Charles T. Butts Earl Wright

APPROVED:

Frank J. Clements  
CHAIRMAN, ~~RUBEN~~ COMMITTEE  
*Personell*

Motion was made by Commissioner Larry M. Galley that the foregoing and hereto attached Resolution be adopted. Seconded by Commissioner Earl Wright. Upon being put to a Roll vote, motion Carried.

APPROVED:

Charles T. Butts  
Charles T. Butts, County Judge

ATTESTED TO:

James J. Omer  
James T. Omer, County Clerk

This the 21st day of July, 1980.