

2 B-15 Travel Policy

Sabine County realizes the benefits that accrue to the County when their employees attend conferences, seminars, and professional training. The County will bear expenses incurred by county officials and employees to attend such activities provided that county procedures are followed. Sabine County will only pay for expenses incurred while attending training that directly relates to the work of the county office involved.

Attendance by county employees at conferences and seminars shall be at the discretion of the county officials and department heads. The travel expense must be related to the duties and responsibilities of the county office incurring the expenses and there must be adequate funds budgeted to cover the expenses to be reimbursed.

Commissioners' Court approval is required for all travel expenses. The Commissioners' Court reserves the right to deny payment for any travel request that deems to be improper or unnecessary. Additional justification for expenses may also be required for all county employees and department heads.

Registration fees will be paid in advance by the County. The request for payment of registration fees must be submitted to the County Treasurer's office along with the completed registration form in a timely manner so that the registration fees may be presented to Commissioners' Court for approval of payment. If a request for prepaid fees is not received in time for regular court processing, then the registration fees must be paid by the county official or employee and they will be reimbursed by the County at the next scheduled Commissioners' Court meeting.

Lodging will be paid at the conference host hotel rate or the overflow hotel rate. Hotel charges will be charged to the county credit card and a copy of the hotel bill of charges must be presented to the County Treasurer's office upon returning. The only allowable expenses on the hotel bill will be hotel room charges, valet or self-parking charges, and the allowable taxes. Phone calls, meals, movies, and snack bar charges will not be paid by the county – this is the responsibility of the county official, department head, or employee.

Air fare will be paid in advance by the County and charged to the County credit card. A copy of the airline ticket (itinerary) must be presented to the County Treasurer's office for payment. If you have to rent an automobile or have parking fees at the airport they will be reimbursed upon presentation of a copy of the bill and signed off by the elected official or department head. This reimbursement will be sent to Commissioners' Court for approval.

For the purpose of calculating mileage Map Quest will be used as the official tool. The beginning point will be the address of the courthouse (201 Main Street, Hemphill) and the ending location will be the address of the hotel. Mileage will be paid at the current IRS rate in place at the time of travel. Map Quest directions must be attached to all mileage requests.

Meals expenses shall be presented to the County Treasurer's office in a timely manner so that the expenses may be presented in Commissioners' Court for approval of payment. The elected official is responsible for submitting meal expenses for their employee's travel. Meals shall be paid at the current GSA rates. Meal charts shall be given to each elected official and department in October of each year. You shall receive the full day meal allowance in the event that you are away from home overnight. On travel days to and from conference you shall receive 75% of the allowed meal expense for that