

**ALLEGAN COUNTY
POLICY**



**TITLE: TRAVEL AND TRAINING
POLICY NUMBER: 511**

APPROVED BY: Board of Commissioners

EFFECTIVE DATE: May 11, 2023

- 1. GENERAL:** Allegan County supports employee training for work-related purposes to the extent of the departmental budgets. Where employees are required to travel for work or work-related training, reimbursement may be requested and will be approved subject to all applicable County policies. This policy addresses reimbursements requested through the Accounts Payable (non-payroll related) process. Policy #306 Payroll and Reporting applies to payroll-processed reimbursements.
- 2. MILEAGE:** Mileage reimbursement will be at the rate approved by the Allegan County Board of Commissioners through the Budget Policy. Non-exempt employees who are required to travel as part of their workday will be paid their normal wage for those hours spent in travel.
- 3. TRAINING EXPENSE:** The cost of registration or fees to attend training or conferences is subject to each departmental budget and must be approved by the department head.
- 4. MEALS/LODGING/TRANSPORTATION:** While on approved County business or training outside of Allegan County, an employee will be reimbursed for reasonable expenses for meals, transportation, and lodging, as established by the Board of Commissioners. Refer to the Budget Policy for travel/mileage requirements.
- 5. OTHER EXPENSES:** Reasonable taxi fares are reimbursable as a means of travel from and to return to airports and traveling between conference and hotel sites. Parking fees, phone calls for county business (including faxes), and automobile rental will also be reimbursed to the extent it is a reasonable and necessary expense.
- 6. DOCUMENTATION AND REIMBURSEMENT:** Receipts must be attached to a County Travel Expense Voucher when submitted for audit and reimbursement. All requests for reimbursement are encouraged to be submitted within the quarter the activity occurred; however, any requests submitted after January 31st, immediately following the fiscal year during which the activity occurred, will be denied.

This provision does not include the purchase of alcoholic beverages, tobacco, or any goods or services illegal in nature to unallowable by law, or in-room movies while on County business. Forms can be obtained by contacting the Finance Department.