COUNTY DEPARTMENT AGENDA REQUEST

Department:	Administration	Presenter(s):	County Administrator Steve Rapson
Meeting Date:	April 25, 2013	Type of Request:	Consent

Wording for the Agenda:

Approval of Finance policy and procedure amendments as outlined during the April 5, 2013 Retreat.

Background/History/Details:

The following finance policy and procedure amendments were presented and discussed during the annual Fayette County Board of Commissioner Retreat.

a. 210.01 P-Card (Pages 1-3 of the backup)
b. 250.01 Purchasing Policy & Procedures (Pages 6-13 of the backup)
c. 300.09 Travel (Pages 14-26 of the backup)

These policy and procedure amendments are presented for your formal consideration and approval.

What action are you seeking from the Board of Commissioners?

Approval of Finance policy and procedure amendments as outlined.

If this item requires funding, please describe:

Not Applicable.

Has this issue come before the Commissioners in the past?	No	If so, when?	
Do you need audio-visual for the presentation?	No	Back-up Material Submitted?	No

STAFF USE ONLY

Approved by Finance	Yes	Reviewed by Legal	
Approved by Purchasing	Not Applicable	Approved by County Clerk	Yes
Administrator's Approval			

Staff Notes:

FAYETTE COUNTY

FISCAL POLICY
Purchasing Card Program
210.01

PURPOSE

The purpose of this policy is to provide guidelines by which Fayette County employees can participate in a purchasing card program as an efficient and cost effective means to purchase job-related goods and services.

POLICY

This policy will apply to all employees participating in the purchasing card program and is intended to provide flexibility to make small dollar purchases as well as travel arrangements and seminar/conference reservations when needed. The purchasing card program is intended to reduce the use of petty cash and small dollar purchase orders. Goods requiring solicitation of bids should be directed to the Purchasing Department.

Note: The policy and procedures herein do not apply to the Sheriff's Office when using confiscated funds for such purchases.

PROCEDURES

~~Purchasing cards will be issued to employees only by direction of their Department Head. Elected Officials may request cards for themselves. Each card will have set limits as agreed upon by the Department Head or Elected Official and Chief Financial Officer for the following with a not-to-exceed amount as indicated. Any exceptions to these limits must be approved by the County Administrator:~~

- ~~Dollar limit per transaction * – not to exceed $500~~
- ~~Number of transactions per day – not to exceed ten (10)~~
- ~~Billing cycle dollar limit – not to exceed $5,000~~
- ~~Annual credit limit – not to exceed $20,000~~

~~* Transactions for seminars and hotel stays covering multiple days may exceed $500.00.~~

~~Purchases shall not be split to stay within limits established. Splitting charges will be considered an abuse of the program which in addressed in the Violations section.~~

~~The purchasing card can be used for the following transactions only within limits of the department's budget:~~

- ~~Emergency purchases~~
- ~~Employee training / seminars & dues~~
- ~~Medical supplies and pharmaceuticals~~

- ~~Misc other supplies/services up to a maximum unit cost of $250, such as~~
  - ~~Building supplies;~~
  - ~~Cleaning supplies;~~
  - ~~Parts for~~
    - ~~Computers / printers repair~~
    - ~~Vehicle repairs;~~
  - ~~Safety supplies;~~
  - ~~Shipping services;~~
- ~~Office supplies;~~
- ~~Travel related expenditures.~~

~~The purchasing card can NOT be used for:~~

- ~~Cash advances~~
- ~~Gifts~~
- ~~Legal services~~
- ~~Medical services~~
- ~~Personal items~~
- ~~Unbudgeted items~~

~~Responsibilities~~

~~The ***Department/Division Heads/Elected Officials*** are responsible for determining which employees will be issued a card, coordinating with Finance on establishing spending limits, approving and signing off on each billing statement for their department's purchasing card transactions and ensuring that funds are available in the department's budget. In addition, any suspected abuse should be reported to the CFO or the Assistant CFO/Controller immediately.~~

~~The ***Cardholder or Department Designee*** as appointed by the Department Head will be responsible for reconciling purchasing cards billing statements. The completed billing cycle reconciliation must be signed by both the cardholder or department designee and the department head, and submitted to the Finance Department by the scheduled due date.~~

~~The reconciliation shall contain proper sales receipts equaling the total amount billed as authorization for payment of the statement balance. A proper sales receipt must contain an itemized list of items or services purchased rather than a credit card slip. Lack of such receipt will be considered an abuse of the program and is addressed in the Violations section. Each cardholder is responsible for buying only job-related goods or services, obtaining a detail receipt for each transaction, ensuring sales tax is not charged (exception – meals), completing a transaction log and submitting to Finance no later than the due date, and complying with all county purchasing policies and procedures. Failure to comply with these responsibilities will be considered a violation of the policy and is addressed in the Violations section.~~

~~The ***Finance Department Accounting Analysts*** will serve as purchasing card administrators for their assigned departments coordinating the issuance of cards, monitoring the receipt of the billing cycle reconciliations from the departments, verifying the account code assigned within the vendor's system is accurate, recording the accounting, and cancelling cards and maintaining card limits as necessary. Additional responsibilities include coordination with the Assistant CFO/Controller for annual publication of the scheduled due dates for completed transaction logs, timely payment of the balances due. Monthly audits to verify the monthly spending activity relative to the established guidelines, will be conducted on 10% of the number of cards utilized during that period, no less than two cards, (Example, 30 cards had activity during the month of July. Three cards will be selected for audit.) Additionally, the purchasing card administrators will coordinate with the Assistant CFO/Controller in maintaining the program policy and procedures, provide training as needed and handle other tasks as may be required by management.~~

~~Training~~

~~Training for the reconciliation of the purchasing cards billing statements utilizing the transaction log form will be provided by the Finance accounting analysts.~~

~~Violations~~

~~Failure to comply with policy will be considered a violation of the program with the following actions and/or employee disciplinary action as appropriate.~~

~~1st violation – verbal reminder~~
~~2nd violation – written warning and 30 day card suspension~~
~~3rd violation – removal from the purchasing card program~~

A. Issuance of P-Cards

Purchasing cards shall be issued to employees only by the direction of their Department Head. Elected Officials and the County Administrator may request cards for themselves.
P-Cards shall be surrendered and accounts closed upon termination of employment with the County for any reason.

B. Transaction Limits

The following limits shall apply in regards to purchases made with County P-Cards:

1. Dollar limit per transaction - $500
2. Billing cycle dollar limit - $5,000

Transactions for travel such as hotel stays covering multiple days which exceed $500 must be approved by the Department Head prior to travel.

Other transactions not meeting the limits outlined within this policy must be approved by the County Administrator prior to purchase.

C. Purchases

Under no circumstances is a purchasing card program participant permitted to use the P-Card for personal purchases. All P-Card transactions shall be related to official County business.

Purchases shall not be split to stay within the limits established.

Allowable purchases include, but are not limited to, employee travel and training, seminars, professional membership dues, building supplies, cleaning supplies, vehicle or computer parts, safety supplies, shipping/postage, office supplies and emergency purchases.

Prohibited purchases include, but are not limited to, alcoholic beverages, cash advances, gifts, gift cards, legal services, medical services, computer hardware and software, personal items and unbudgeted items.

D. Roles and Responsibilities

1. ***P-Card Program Administrator*** will serve as the liaison with the Bank handling the County's program by coordinating the issuance of cards, maintaining card limits, cancelling cards as necessary and ensuring balances due are paid in a timely manner. The Program Administrator will also monitor the timely receipt from departments of the transaction logs, record each transaction within the accounting system, publish the annual due date schedule for completed transaction logs, assist in maintaining the program

policy and procedures, provide training as needed, any preform any other task related to the P-Card program as assigned by the CFO.

2. ***P-Card Holder or Department Designee*** as assigned by the Department Head will be responsible for securing account numbers, expiration dates, and security codes for all purchasing cards assigned to self or to the Department, ensuring only job-related goods or services allowed under the P-Card program are purchased and the purchasing card bi-weekly billing statement is reconciled. The reconciliation will be considered complete when a completed transaction log is submitted to Finance by the scheduled due date with an itemized receipt or invoice for each transaction attached confirming state sales tax has not been charged (exception-meals). The transaction log must be signed by the cardholder or department designee and the Department Head.

3. ***Department Heads/Elected Officials*** are responsible for determining which employees will be issued a purchasing card, notifying Finance when such employee terminates employment with the County, approving and signing each billing statement transaction log for their department's purchases and verifying funds are available in the department's budget. In addition, any suspected abuse should be reported to the CFO immediately.

E. Audit

The Finance Department Accounting Analysts will review their departments' P-Card transaction logs and verify the receipts submitted did not charge sales taxes (exception-meals), the amounts charged reconcile to the billing statement and the accounting codes assigned are accurate.

The CFO or their designee will conduct a bi-weekly audit to verify the spending activity relative to the established guidelines and compliance with the P-Card policy. The audit will be no less than ten percent (10%) of the number of cards with activity but no less than two (2) cards. The selection process will be based on a random selection process using RANDOM.ORG.

The County Administrator, CFO and assigned financial analyst will conduct spot audits of all transactions that warrant a further review or explanation.

F. Violations

Failure to comply with the P-Card policy will be considered a violation of the program with the follow actions and / or disciplinary action as appropriate.

1st Violation	30 day P-card suspension
2nd Violation	Removal from the P-card program

Purchasing – Procuring Goods / Services
Policy & Procedures
250.01

PURPOSE

~~The Fayette County Purchasing Department procures materials, supplies, equipment and services for county departments, ensuring quality, timely delivery and maximum dollar savings under the supervision of the Fayette County Board of Commissioners. One of the main functions of the Purchasing Department is saving taxpayer dollars~~.

~~The Purchasing Department strives to treat vendors and contractors fairly and equitably, while encouraging competition. The Purchasing Department ensures objectivity in awards to responsive and responsible bidders and provides assistance to all county departments in the planning and procurement process.~~

~~The Fayette County Purchasing Department handles surplus sales through auctions. This is usually a combined governmental auction that involves some other Fayette County governments. This information will be available on the Fayette County website prior to each auction.~~

The public sector purchasing function faces the dual challenges of observing laws created by legislation and by case law announced through judges' decisions, while responding to a changing, increasingly complex public service environment. Purchasing functions must go beyond the old model of process management, and provide support services for their departmental customers. This includes flexible processes that respond to the varied and changing needs of the departments, as well as administrative efficiencies that acknowledge the reality of demands outpacing revenues. The policy and procedures in this Section are designed to meet these challenges.

DEFINITIONS

- Originating department – The department for which a product or service is being purchased.
- Open market purchase – A purchase costing less than the formal procurement threshold for requiring competitive sealed bids or proposals.
- Formal procurement threshold – The dollar amount above which formal sealed bids or proposals are required.
- Quote – An offered price from a vendor for an open market purchase. A quote may be verbal or written, depending on the dollar amount involved. For purposes of obtaining the required number of quotes, a "no-bid" response or non-response may be counted as a quote.
- ITB – Invitation to bid. This results in selection of the lowest bid from a responsive, responsible bidder.
- RFP – Request for proposals. This results in selection of a winning proposal by evaluation of criteria specified in the RFP.

POLICY

~~There shall be a consistent and uniform process for the procurement of materials, supplies equipment and services for the Fayette County departments.~~

The Purchasing Department will partner with county departments, vendors, and stakeholders to achieve the following results:

- *County departments* will receive appropriate products and services in a timely manner,
- *Vendors* will have access to county business, opportunity to compete, and equity in their dealings with the county, and
- *Stakeholders*, including the Board of Commissioners, the County Administrator, and taxpayers, will realize the efficiencies, savings, and business transparency they require.

These results will be obtained by observance of the procedures listed below, and in other sections of the Policies and Procedures Manual.

Note: The policy and procedures herein do not apply to the Sheriff's Office or other elected officials when using a separate procurement system.

PROCEDURES

~~In addition to emergency requisitions which are processed just as soon as possible upon receipt, there are two other main methods of procuring goods and services, i.e. open market purchases and invitations for sealed bids / requests for proposals.~~

~~The open market method of purchase is used for those requisitions that total up to $19,999.99. They are handled informally in that quotes can be obtained, by fax, mail or verbally in some situations. These open market purchases do not require formal advertising, and they do not require additional approval by the Board of Commissioners.~~

A. Open-Market Purchases

Purchases that have a total cost of less than the formal procurement threshold of $200,000 are known as open-market purchases. Open market purchases are not required to go through a sealed bid or proposal process, nor do they require additional approval by the Board of Commissioners. The dollar value of an open-market purchase determines the procedures that apply:

- Purchases up to $5,000: Authority is delegated to departments to make purchases up to this amount, if they so choose. For a purchase above $500.00 the originating department must obtain a minimum of 3 documented verbal quotes or 3 written quotes, unless the purchase is made from an existing county or state contract. The originating department must send the quotes along with their invoice or other payment request to the Finance Department, where it will be made part of the payment file.

The Purchasing Department will conduct an audit of purchases on an annual basis, for the purpose of ascertaining adherence to the policy of obtaining 3 quotes for each purchase. In the event that a department is found to not be in compliance, remedies will apply, including revocation of the department's delegated purchasing authority.

For any transaction in which a contract or other legal agreement is involved, the originating department must obtain immigration affidavits (E-Verify and SAVE programs) as required by Georgia statute. The originating department will forward the contract and the affidavits to the Purchasing Department. The Purchasing Department will file the immigration affidavits for reporting and audit purposes, and will forward the contract for authorized signature.

- P-Cards: Authorized employees may make purchases up to the amount established by Policy & Procedure 210.01, titled "P-CARD Program." Employees must follow procedures set forth in that Section.

- Store Accounts: The Purchasing Department may open store accounts on behalf of a department, with prior approval of the County Administrator. Store accounts may be authorized with departmental spending limits equal to the non-emergency limit for P-Card purchases.

Purchases over $5,000 must go through the Purchasing Department. The procedures that apply are dependent on the total value of the purchase:

- $5,000.01 - $50,000.00: Purchases within this range require a minimum of three documented verbal quotes, or three written quotes, unless made from an existing county or state contract.

- $50,000.01 - $200,000.00: These purchases require a minimum of three written quotes, unless made from an existing county or state contract.

Employees may not artificially subdivide a purchase to avoid any of the above requirements or limits.

B. Competitive Sealed Bids / Proposals

~~Invitations for sealed bids and requests for proposals are used when the purchase is for $20,000 or more. They require formal advertising in the county newspaper, public openings, and the Board of Commissioners makes the award based on information submitted by the requesting department and the Purchasing Department. Depending on the nature of the purchase, bonds may also be required.~~

~~The above policies are facilitated by using bidders list applications. A bidders list application contains 5 digit commodity codes that a company or individual can choose from. Each commodity code has a brief description, and when commodity codes are chosen by a company or individual that fills out the bidders list application, those commodity codes are entered into the computer by Purchasing Department staff using a separate vendor number for each company or individual. From this collection of information, a bidders list can be obtained for any commodity (goods or services) that~~

~~companies have indicated to the Purchasing Department that they sell by having filled out a bidders' list application.~~

~~The bidders' list application can be downloaded from the Fayette County website, or it may be obtained in the Purchasing Department at the front county in Suite 101.~~

Road Construction: The county will use the invitation to bid (ITB) or request for proposals (RFP) process for any road construction contract of $20,000 or more, as required by Georgia Code, Chapter 32-4. For this purpose, the term "contract" is defined in OCGA 32-4-60 to include construction, reconstruction or maintenance of a public road.

Public Works Construction Projects: The county will issue an ITB for any public works construction project costing $100,000 or more, as required by Georgia Code, Chapter 36-91.

Fuel: Due to the unique nature of the fuel distribution industry, fuel purchases will not follow the sealed bid process, unless and until such time as the county may choose to seek a contract for fuel delivery. The Director of Purchasing may approve fuel purchases up to $75,000. Any fuel purchase above that amount, and up to $200,000 may be approved by the County Administrator. Any fuel purchase over $200,000 must be approved by the Board of Commissioners.

Other Procurement: For other procurements, the Purchasing Department will issue an ITB or RFP when the total price is expected to be over $200,000. In such cases, the originating department will initiate the procurement process:

1. For an ITB, the originating department will develop product or service specifications.

2. For an RFP, the originating department will provide the following information, which will become part of the RFP:

    a. Objective
    b. Introduction
    c. Statement of Need
    d. Scope of Work
    e. Proposal Response Requirements
    f. Evaluation Plan
    g. Pricing Structure

3. The originating department will provide other information, such as quantity needed or estimated usage, suggested vendors (if any), or other essential or helpful information.

The Purchasing Department will prepare the terms and conditions, cover letter, immigration affidavits, and other documentation that completes the ITB or RFP.

Once the ITB or RFP package is completed, the Purchasing Department will notify vendors, using any of a variety of available methods, as appropriate. This may include, but is not limited to, the following:

- Bidders list: The Purchasing Department will maintain a bidders list of vendor names and addresses from which bids, proposals or quotations can be solicited.

- State bidders list: The Purchasing Department will use the state's Georgia Procurement Registry for solicitations, as deemed necessary or advantageous, to acquire enough bids to assure adequate price competition.

- Other communications: The Purchasing Department will use other means available to (1) assure that interested vendors have an opportunity to compete, and (2) to generate adequate price competition among vendors. This may include, but not be limited to, Internet, public access cable television, and printed media notifications.

Public Bid / Proposal Openings: The Purchasing Department shall open bids and proposals in public view, at the established time and place, with at least one witness. For bids, the opening employee will disclose each vendor and the price(s) bid. For proposals, the opening employee will disclose only each vendor.

Bid opened in error: If a county employee inadvertently opens a bid or proposal in error before the established bid opening date and time, upon discovering the error the employee shall reseal the bid, and write on it "Opened in Error." The employee shall ask another employee to witness the re-sealing. One employee shall note the time and date on the envelope, and both employees shall sign it. This action will allow the bid or proposal to maintain its status as a sealed bid.

Mistakes in bids: When a mistake is discovered in a bid, the bidder may be allowed an opportunity to correct or withdraw the bid in some circumstances. This must be done in a manner that does not confer upon the bidder an unfair advantage, and in a way that will not prejudice the interests of the public:

- A bidder may modify or withdraw a bid at any time before the bid opening. An authorized representative of the bidder must request the modification or withdrawal of the bid in writing.
- If a mistake is discovered after the bid opening but before award, the Director of Purchasing may allow the bidder to withdraw the bid. The Director may waive a mistake, or permit the bidder to correct it, if the mistake is minor and the true intent of the bid is obvious from the bid document itself.
- After award of a contract, relief for a mistake that is discovered must be considered in light of the circumstances. There may be extenuating considerations, such as an error so substantial that refusal to grant relief would be unconscionable. In less severe cases, the winning bidder may be held to the bid, at the discretion of the county.

After a bid or proposal opening, the originating department will conduct an evaluation. This may be done by an individual or an evaluation committee, depending on considerations such as the size and complexity of the bid or proposal.

After evaluation is complete, the originating department will provide written recommendations to the Director of Purchasing. For bids, the originating department

must include justification or explanations when recommending other than the lowest bid. For proposals, the originating department must provide the evaluation criteria, evaluations, and scores to the Purchasing Department.

Although bids or proposals are required only for procurements over $200,000 sometimes a recommended price may be lower than anticipated. In addition, it may be in the best interest of the county to issue invitations to bid or requests for proposals for certain procurements under $200,000 such as those of a highly technical nature. For recommendations up to $50,000 authority is given to the Director of Purchasing to approve the department's recommendations. For recommendations over $50,000 and up to $200,000 the Director of Purchasing will present the recommendations to the County Administrator for final decision.

After reviewing a recommendation over $200,000 the Director of Purchasing will notify the originating department. The originating department will complete a Board agenda request and forward it for inclusion on the agenda. The Purchasing Department will provide backup data concerning the bid or proposal process.

C. Sole Source Procurement

The term "sole source" refers to the source, not the product or service. This can, but does not necessarily, refer to the fact that literally only one vendor provides the product or service. Circumstances may define a sole source situation, such as a need for immediate delivery or repairs at a particular location, when there is only one vendor that can accommodate. The decision to sole-source a procurement may be based on a lack of competition, proprietary technology, copyright, or a supplier's unique capability. Sometimes procurement can be sole source in the short term, but not in the long term.

In the event of a need for sole source procurement, the originating department must explain in writing to the Director of Purchasing the situation and the need for a sole source purchase or contract. This requirement will apply to all sole source procurements, whether carried out through the Purchasing Department of by the originating department.

D. Proprietary Procurement

A proprietary product or service is one that some person or company has exclusive right to manufacture and/or sell. It may be protected by a patent, copyright, trademark or other exclusive right. This is different from a sole source situation, in that there may be competing vendors with comparable goods or services.

In the event of a need for a proprietary procurement, the originating department must explain in writing to the Director of Purchasing the situation and the need for a non-competitive purchase or contract.

E. Professional Services

At times, the county will need to enter into contracts for services that require special skills, that specify certain products or services, or present other circumstances in which bids or proposals might not produce the best outcomes. In these instances when it is in the county's best interest, a professional services contract may be negotiated, unless in conflict with existing laws, rules, or regulations.

F. Purchases from State Contracts

Purchases may be made through State of Georgia purchasing contracts, inasmuch as they have previously gone through a sealed bid process at the state level. Prior approval from the Board of Commissioners will not be needed, except for purchases over $200,000 or purchases to be made from funds that were not previously budgeted.

G. Internet Purchases

Various forms of on-line procurement are available, and others may be anticipated in the future. Purchasing and other departments may consider and use these procurement methods as appropriate, if they do not conflict with state law, county ordinance, or provisions of the Policy and Procedures Manual.

H. Contracts

The Purchasing Department will obtain approval of the Board of Commissioners prior to executing contracts in the following situations:

- If the total price of the contract is over $200,000 or;
- If funds to pay the contractor are not budgeted

The Chairman or County Administrator is authorized to sign properly procured contracts that are less than $200,000 and budgeted.

The Purchasing Department will assure that all contracts comply with state immigration laws at Georgia Code Title 13 (E-Verify) and Title 50 (Systematic Alien Verification for Eligibility or SAVE), prior to execution.

Contracts must comply with Georgia law for public works bidding and contracting as provided in Georgia Code Chapter 36-91, and for road bidding and contracts as provided in Georgia Code Chapter 32-4.

I. Emergency Procurement

In times of emergency, the need for expediency outweighs the desire for price competition. These procedures address two levels of emergency, as described below:

1. A state of emergency may be declared by the Governor, or determined to exist by the county governing authority. During times of declared emergency, procedures for emergency procurement will be in effect, as authorized in the Policy and Procedures Manual or other official documents.

2. An emergency may be caused by an unexpected and urgent situation, but which does not rise to the level of the above-described declared state of emergency. For procurement purposes, this level of emergency is described as an unexpected situation which requires rapid response outside of established purchasing procedures. It may involve danger to health, life or property. It may involve an unexpected delay in delivery, depleted inventory, or an unusually high volume of work, depending on the situation *{however, care must be taken that adequate planning is done so that these situations do not occur when avoidable}.* In event of such a situation, the Director of Purchasing shall have the authority to make necessary purchases, while adhering to established policies and procedures as closely as circumstances allow. If the emergency occurs outside of normal business hours, on weekends, or on holidays, and the Director of Purchasing is unavailable, the Director of the department in question shall have the same authority as the Director of Purchasing. Documentation is to be

submitted to the Purchasing Department as soon as possible following the emergency.

This exception does not apply to a condition in which an emergency situation might potentially occur in the future. It applies to situations in which there is an imminent need such that it is important to disregard normal procedures.

J. Maintenance and Support Agreements

It is important that departments give procurement of maintenance or support agreements the same considerations as other purchases. While many agreements are proprietary, they may not necessarily be sole source services, or the most competitively priced.

Maintenance or support agreements constitute legally binding contracts which require the signature of the Board Chairman or another legally empowered official. They may require one or more immigration affidavits, in compliance with Georgia Code.

Departments must process maintenance or support agreements using the same thresholds as outlined in this policy. All contracts or agreements should be sent to the Purchasing Department for obtaining authorized signatures, along with immigration affidavits and legally authorized identification documents. Contracts or agreements in excess of the formal procurement threshold of $200,000 must be placed on the Board agenda for consideration.

K. Purchases Using Federal Funds

For procurements using federal funds, the county must follow federal rules, including the Federal Common Rule. The county must also follow any additional rules or conditions imposed by a pass-through or administering organization, such as a state agency. Instructions for these circumstances are provided elsewhere in the Policies and Procedures Manual.

L. Budget Availability

The originating department is responsible for assuring that funds are budgeted before initiating any procurement.

M. Unauthorized Purchases

No purchase of materials, supplies, equipment, or services shall be made in the name of the county, or through its purchasing department, except such as are required for official use by the county or one of its departments. Purchases in the name of the county or a department for personal use by an individual or for other than official use are prohibited, and not county funds will be expended or advanced for such purpose.

FAYETTE COUNTY

FISCAL POLICIES
Travel
300.09

PURPOSE

~~The purpose of this policy is to provide guidelines for travel expenses of county employees, non-county employees, elected officials and Boards performing governmental functions for Fayette County~~

The purpose of this policy is to provide guidance on authorized expenditures related to travel and meal expenses incurred by any elected official, County employee, or board member while performing official County business.

POLICY

There shall be a consistent, equitable and uniform process for the reimbursement of travel expenses by Fayette County.

PROCEDURE

~~All travel is contingent upon the availability of funds in the proper budget line item and approvals by the appropriate officials. All employees, non-county employees, elected officials and Boards performing governmental functions for Fayette County are subject to the provisions of this policy and the rates as set forth herein. Travel expenses shall be reimbursed from County funds for amounts not exceeding the rates established by the Board of Commissioners. Under no circumstances shall a qualified traveler receive duplicate reimbursement for travel, transportation and expense allowances.~~

~~1. For purposes of these regulations, the following definitions apply~~

~~a. Boards: Organized bodies appointed to perform specific functions of government in Fayette County.~~

~~b. Common Carrier: Commercial scheduled airplane, train, or bus.~~

~~c. Conference: A formal gathering for the purpose of conducting business and exchanging information.~~

~~d. County Administrator: Executive staff position reporting directly to the County Board of Commissioners. This position is responsible for the day-to-day operations of the County Government.~~

~~e. County Employee: Individuals other than elected officials who work for Fayette County in exchange for compensation.~~

~~f. County Funds: Any funds deposited with the County Finance Department whether derived from appropriations or County receipts.~~

~~g. Designee: An employee who has been selected to perform a duty or purpose.~~

~~h. Division Director: Senior staff position reporting directly to County Administrator or Elected Official.~~

~~i. Duty Station: While employed by the County, it is the headquarters or job location assigned by the County at which the County employee spends the majority of his/her working hours.~~

~~j. Elected Official: Individual holding a public office by vote of the Fayette County electorate.~~

~~k. In-State: Within the borders of Georgia.~~

~~l. Institute: A formal gathering for the purpose of training and instruction. Tuition fees may be paid for instructional costs incurred in such meetings.~~

~~m. Non-County Employee*: A consultant whose compensation will be paid from a non-payroll expense line item.* An employee of another governmental jurisdiction, local or federal, in whose travel the County may have a business interest.* Volunteer - An individual who performs helpful work without pay.~~

~~n. Out-of-Country: Anywhere not included in the In-State and Out-of-State of this subsection.~~

~~o. Out-of-State: All of the continental United States except Georgia.~~

~~p. Qualified Traveler: Any individual authorized to travel for a bona-fide business purpose of Fayette County government.~~

~~q. Registration: The act of registering for a conference, workshop, or professional development course. Registration fees may be paid for the actual amount expended for such meetings as shown by a valid receipt or invoice.~~

~~r. Subsistence: Lodging, meals, phone calls, and all other items allowed under these regulations, which are not defined above as transportation.~~

~~s. Tip: Payment of money given in exchange for specific services.~~

~~t. Transportation: The means of moving from one physical location to another. The cost of transportation includes: reimbursement paid for the use of private motor vehicles, the fare paid on public conveyances, tolls, gas for County vehicles, and parking fees.~~

~~u. Travel: All activities involving expenses for transportation, subsistence, and registration, which are authorized to be paid from County funds or which involve vehicles for transportation.~~

~~v. Valid Receipts: Written documentation containing the printed name of the commercial establishment, amount tendered, description of items/services purchased, and transaction date.~~

A. Appropriation

In conjunction with the annual budget process, the Board of Commissioners shall authorize department expenditures for travel and meal expenses. Departments shall not incur travel expenditures unless funds are available within their operating budget.

B. Expenditure Approval

All expenditures related to travel and meals shall be processed consistently with this policy. Only when the Finance Department receives proper documentation from the incurring departments will an advance or reimbursement payment be processed. Documentation shall include an appropriate approval for the dollar amount of the advance or expenditure, including adequate required receipts, received either electronically or in writing.

C. Settlement of Disputed Reimbursements Claims

The Finance Department shall review expenditure documentation for compliance with County policy. Expenditure reimbursement requests not in compliance shall be returned to the originating department with recommendations for changes. In the event the originating department does not agree with the Finance Department's recommendations, the County Administrator shall make the final decision regarding authorization of the reimbursement request.

~~2. For transportation by privately owned automobiles, the reimbursement rate shall not exceed the maximum rate established by the Internal Revenue Service (IRS) as the business standard mileage rate. An alternate reimbursement rate not to exceed 82% of the, then established standard business mileage rate will be used instead of the business standard mileage rate when an employee chooses to use his/her privately owned vehicle in lieu of a County owned vehicle. The Board of Commissioners may establish a rate lower than the maximum as a result of limited budget availability for travel.~~

~~NOTE: The County Finance Department will review the IRS business standard mileage rate annually and obtain Board of Commissioners' approval prior to changing the reimbursement mileage rates to the prevailing rates or any amount less than the prevailing rates.~~

~~3. For transportation by airline, bus, train or other conveyance, actual economy class fare.~~

~~4. For subsistence, One Hundred Fifty Dollars ($150.00) for a 24 hour period when traveling in-state or a total of Two Hundred Eight Dollars ($208.00) for a 24 hour period when traveling out-of-state. Valid receipts will be required.~~

~~5. For registration fees, the actual amount expended for a conference, workshop, or professional development course as shown by a valid receipt or invoice.~~

~~6. Authorization Procedure~~

~~a. In-State Travel: All in-state travel by qualified travelers on County business must be approved in advance and in writing by the Division Director, County Administrator or Elected Official. In addition, written authorization must be secured in advance from the Division Director, County Administrator, or Elected Official for the following:~~

~~i. Excess lodging~~
~~ii. Registration fees~~

~~b. Out-of-State Travel: All travel out-of-state but within the continental United States (specifically excluding Alaska and Hawaii) by qualified travelers on County business must be approved in advance and in writing by the Division Director, County Administrator or Elected Official. (See Attachment 1A: Pre-Authorization for Travel and Advance Request.) Out-of-State travel status begins the day the employee leaves the State of Georgia and remains in effect through the day the employee returns to Georgia. However, in-State allowances and reimbursement rates apply when employees and other qualified official travelers use hotel and meal facilities located in Georgia immediately prior to and returning from out-of-State travel during the same period.~~

~~c. Out-of-Country Travel: All travel out-of-country (including Alaska and Hawaii) by qualified travelers on County business must be approved in advance and in writing by the Division Director, County Administrator or Elected Official. (See Attachment 1A: Pre-Authorization for Travel and Advance Request.)~~

~~d. Blanket Authorization: Blanket authorization for travel by individuals who must frequently travel in-state or out-of-state in the course of carrying out their official duties requires the approval of the Division Director, County Administrator, or Elected Official. The authorization form, (Pre-Authorization for Travel and Advance Request Attachment1A), should specify the name(s) of the traveler(s), the purpose for which the travel will be made, the modes of travel, and the geographical areas to be visited.~~

~~e. Advance: At the discretion of the Division Director, County Administrator or Elected Official, an advance of funds which does not exceed the estimated travel expense may be issued to a qualified traveler. Travel advances must be requested at least 3 weeks prior to departure date. Travel advances must be accounted for on a timely basis as outlined in this policy at Section VIII (Timely Filing). Failure to account for a travel advance within the time prescribed will result in an automatic payroll deduction of an amount equal to the advance amount on the recipient's next payroll check.~~

~~Exception: No P-card holder will receive a travel advance.~~

~~The County Finance Department must maintain a log of all travel advances and post issuance and repayments, for purpose of control.~~

~~NOTE: PENALTIES AND CHARGES RESULTING FROM CANCELLATIONS:~~

~~Penalties and charges resulting from the cancellation of travel reservations (including airline, hotel reservations and/or conference registration) shall be the County's obligation if the qualified traveler's travel has been approved in advance and the cancellation or change is made at the direction of and for the convenience of the County. If the cancellation or change is made for the personal benefit of the qualified traveler, it shall be the qualified traveler's obligation to pay the penalties and charges. However, in the event of accidents, serious illness, or death within the qualified traveler's immediate family or other critical circumstances beyond the control of the qualified traveler, the County will pay the penalties and charges.~~

~~7. SUBSISTENCE:~~

a. 24 Hour Period, Lodging and Meal Allowance

i. Lodging: Reimbursement of actual costs of overnight lodging whether in-state or out-of-state, must be documented by a receipt of actual lodging expenses from a commercial establishment. Lodging cost shall not exceed $105.00 per night in-state or $150.00 per night out-of-state unless excess subsistence for lodging is approved by the Division Director, County Administrator or Elected Official prior to departure. This documentation shall be attached to the reimbursement request.

When traveling within the borders of Georgia, the Certificate of Exemption of Local Hotel/Motel Excise Tax (Attachment No. 2) should be presented at the point of check-in.

Daily hotel allowances are to be reported as incurred on the date on which the night's lodging begins.

ii. Meals: Reimbursement for actual cost of meals shall not exceed $45.00 per day for three meals when traveling in-state and shall not exceed $58.00 per day for three meals when traveling out-of-state. All meals must be documented by a receipt of actual meal expenses from a commercial establishment. Reimbursement for meals is not allowed when traveler is provided meals as part of any scheduled conference or activity.

Supervisory individuals certifying the reimbursement requests as necessary and proper must require from the traveler a receipt of actual lodging and meal expenses from a commercial establishment. This documentation shall be attached to the reimbursement request.

	IN-STATE	OUT-OF-STATE
Breakfast	$10.00	$13.00
Lunch	13.00	17.00
Dinner	22.00	28.00
Total	$45.00	$58.00

b. Daily travel (Overnight): Qualified travelers may receive allowance for meals for partial days of travel when the partial day is the day of departure or the day of return. The travel must involve a travel destination located at least 35 miles from the qualified traveler's regularly assigned duty station (vicinity) or home, whichever is less.

To be eligible, the traveler must:

• Breakfast: depart duty station prior to 6:30 a.m.
• Lunch: depart duty station prior to Noon (day of departure) or return to duty station after 2:00 p.m. (day of return).
• Dinner: depart duty station prior to 5:00 p.m. (day of departure) or return to duty station after 8:00 p.m. (day of return)

The time of departure and/or arrival must be stated on the travel reimbursement request.

~~c. Excess: No excess will be allowed in advance for meals unless such costs are included in registration fees and/or there are predetermined charges or the meals were for out-of-country travel. The Division Director, County Administrator or Elected Official may grant excess subsistence for meals while traveling out-of-country.~~

~~d. Registration fees: All registration fees must be approved in advance by the Division Director, County Administrator or Elected Official. Registration fees may be paid by the County or the qualified traveler. Qualified travelers may not claim reimbursement for meals included in registration fees. Such workshop must involve the active participation of persons other than the qualified travelers of Fayette County, or agency thereof and must be necessary for conducting official County business. When a registration fee includes the cost of one or more meals, it is the responsibility of the Division Director, County Administrator or Elected Official to ensure that reimbursements for such meals are not made to the qualified traveler.~~

~~e. Tips: Tips for handling baggage at common carrier terminals and/or when arriving at or departing from the place of lodging are allowed and must be itemized under "other expenses". Reasonable tips for transporting, i.e. taxi, limousine, etc. are authorized. Tips are not counted toward the authorized subsistence maximums. Tips for room service, valet (including valet parking), and other hotel services are not reimbursable. The costs of laundry, entertainment, alcoholic beverages, "set-up", between-meal snacks or refreshments, and other personal expenses are not reimbursable.~~

~~Telephone Calls.~~

- ~~Reimbursement: (Voice Transmission) Official County business (excluding personal) calls may be reimbursed from County funds up to five dollars ($5.00) without the point of origin and destination being identified. Calls over five dollars ($5.00) must be identified as to point of origin and destination.~~
- ~~Allowable Personal Calls: (Voice Transmission) A qualified traveler who is in travel status for two or more consecutive days in a week is allowed one personal long distance telephone call for each day for which reimbursement to the qualified traveler may not exceed three dollars ($3.00) for each in-state call or five dollars ($5.00) for each out-of-state call.~~
- ~~Employee Emergency Calls: (Voice Transmission) travelers may be reimbursed for a personal long distance call(s) if such call(s) is/are of an emergency nature as determined by the County. Appropriate documentation and justification must be filed with the reimbursement request. An example is a call made when a qualified traveler calls home to inform someone that the travel period has been extended beyond original plans due to unforeseen reasons.~~
- ~~Use of Telephone with Computer Hook-ups: (Data Transmission) Qualified travelers on official County business needing to transmit data via their computer, should use the most efficient manner available. Prior to reimbursement, the traveler's supervisor must approve documentation and justification must be attached to the request for reimbursement. Reimbursement may be made from County funds for data transmissions.~~

g. Excess Subsistence Authorization: Lodging - When the cost of subsistence exceeds the rates set forth in this policy, a request for the excess amount may be requested. To qualify, the request must be submitted and approved prior to commencing travel. The authorization form should be submitted to the Division Director, County Administrator, or Elected Official to obtain approval. Reimbursement to qualified travelers sharing a room with members of his or her family will be limited to single occupancy rate.

8. Registration Fees.

Registration fees may be paid by the County, or the qualified traveler. To reimburse a qualified traveler for a paid registration fee, the qualified traveler must provide documentation of the expense by a receipt. If the registration fee is paid directly by the County, a receipt must be obtained and filed with the travel expense report.

Requests for convention or conference registration fees must be approved by the Division Director, County Administrator or Elected Official prior to the convention or conference dates. Prior to approval of registration fees, the Division Director, County Administrator or Elected Official must reduce the cost by unrelated items that are not a direct part of the official convention or conference, such as tours, or social activities. It is the responsibility of the Division Director, County Administrator, or Elected Official to ensure that any meals included in the registration fee are not claimed in the daily meal allowances. Approval will not be authorized unless full justification is given on the travel authorization form. Travel authorization requests should be accompanied by a copy of brochures, fee schedules, or other material listing the specific costs included in the registration fee.

9. Transportation.

a. General Policy - Authorization of the mode of travel will be by the most economical means. In order to determine the most economical means, the following cost alternatives shall be considered: train fare, airfare, mileage, subsistence including lodging, meals, incidental expenses, and salary costs.

b.a. County Vehicle Use - Use of County vehicle for business purposes and to attend workshops is encouraged. A spouse or dependent of an employee will not be permitted to be a passenger in a County-owned vehicle unless the individual is also an employee of the County or such passenger is pre-approved by the Division Director, County Administrator or Elected Official.

c. Private Cars -
Use of Private Car for Convenience of the County: A qualified traveler may use his/her private vehicle at a reimbursement rate approved and adopted by the Board of Commissioners not to exceed the maximum rate established by the IRS as the business standard mileage rate under the following circumstances:

i. When the qualified traveler has a physical handicap which requires specialized equipment or operation of a motor vehicle that is not available on County-owned vehicles; or

ii. When such use is to the County's advantage, due to particular requirements of the qualified traveler's duties, reimbursement is limited to direct mileage between stops on the qualified traveler's itinerary; or

~~iii. A County-owned vehicle is not available.~~

~~iv. Use of Private Cars for Convenience of the Employee: An employee who chooses to use his/her private vehicle in lieu of a County-owned vehicle for County business shall use a reimbursement rate approved and adopted by the Board of Commissioners not to exceed 82% of the maximum rate established by the IRS as the business standard mileage rate. The maximum reimbursement for use of private cars under this section is the lowest cost roundtrip airfare obtainable in advance of travel plus anticipated tolls and rental car fees.~~

~~v. Reimbursement of costs incurred through use of a private car should be for direct mileage between points on the qualified traveler's itinerary. Mileage should be from the qualified traveler's assigned duty station or home, whichever is less. Map Quest will be utilized to determine allowable mileage between destination points on the qualified traveler's itinerary. Excess mileage will not be reimbursed unless proper justification accompanies the travel expense report. Tolls and parking are reimbursable to qualified travelers when using personal vehicles. Receipts must be provided when costs of tolls and parking exceeds four dollars ($4.00) per day. Subsistence expense is reimbursable only for the period required for airplane travel.~~

~~vi. Reimbursement may not be made for:~~

~~(1) Commuting between an employee's home and his/her permanent duty station.~~
~~(2) Commuting between an employee's home and a temporarily assigned duty station.~~
~~(3) Travel between an employee's duty station and a temporarily assigned duty station or another county work site.~~
~~(4) Travel from home or a duty station to pick up a motor pool vehicle or other county transportation.~~

~~vii. Reimbursement for travel between the qualified traveler's duty station and the nearest airline terminal and for appropriate parking may be made under the following circumstances. For travel by:~~

~~(1) Taxi: Actual cost when supported by a receipt.~~

~~(2) Private Car: Mileage reimbursement will be paid at a rate not to exceed the rate established and adopted by the Board of Commissioners, which cannot exceed 82 % of the IRS business standard mileage rate. A maximum of two round trips with no parking charge may be reimbursed or one round trip with parking may be reimbursed. Receipts are required for all parking claims greater than four dollars ($4.00) per day.~~

~~(3) Reimbursement for travel to and from the airline terminal at the qualified traveler's destination may be made under the following circumstances:~~

- ~~Airport Shuttle Service – one round trip fare.~~

- ~~Bus - one round trip bus fare.~~
- ~~Taxi, when shuttle service is available - one round trip shuttle fare.~~
- ~~Taxi, when shuttle service is not available - one actual fare to and from the airline terminal.~~
- ~~In situations where round trip costs, other than limousine, exceed twenty dollars ($20.00), complete justification and a receipt must be presented with the traveler's expense account.~~

d. ~~Commercial Airlines: Tickets for commercial air travel may be purchased by the County or by the traveler and claimed on his/her expense account. Travel by "air coach" must be utilized. A receipt is required for reimbursement. Flight insurance is not reimbursable.~~

~~e. Non-commercial Air Travel: Request for all travel as passengers on non-commercial (charter flights) aircraft are made and approved in the same manner as transportation by other means.~~

~~f. Scheduled Bus and Train Service: The actual cost of coach fare for rail and bus service on County business is reimbursable, as is the actual cost of Pullman fare when overnight trips are required.~~

~~g. Taxis and Limousines: The actual cost of taxi and limousine fares is reimbursable when required for travel on County business. Taxi fares are not reimbursable for inter-city transportation except in emergencies when no less expensive mode of transportation is available within a reasonable period.~~

h. ~~Rental Cars: Rental car charges at the least expensive available rate are reimbursable when required for inter-city travel when no alternate mode of transportation is practical. No reimbursement may be made for use of a rental car when a County or private car is available. The qualified traveler must present identification and request the government discount rate. If the request for a discount is not approved, the qualified traveler should attempt to find another agency which will provide a discount. Deductible insurance beyond that provided by the rental agency should be declined as the County will accept liability for deductible coverage beyond this amount. The traveler must also present a valid driver's license at the time the car is rented. In order to receive reimbursement, the qualified traveler must submit a receipt for these expenses with the travel expense report.~~

D. Travel

The County shall advance, reimburse or pay expenses incurred by elected officials, employees, or board members for travel relating to official business of the County. A pre-authorization travel form is required for an advance of travel expenditures and/or exceptions to this policy. A travel expense report is required for a reimbursement or payment of travel expenses.

1. **Lodging** - hotel charges shall qualify for reimbursement when they exceed a fifty (50) mile radius of the employee's place of work. Hotel accommodations for travel less than a fifty (50) miles radius requires a pre-authorization travel form approved

by the employee's department head. All traveling personnel shall minimize the expense associated with hotel costs by contacting the hotel directly to make reservations procuring a government rate for qualified stays. Lodging expense shall be benchmarked against the U.S. General Services Administration (GSA) approved per-diem rate of reimbursement. When the GSA rate is exceeded by twenty percent (20%), a per-authorization travel form approved by the employee's department head is required. When traveling in the State of Georgia, all travelers must use the hotel tax-exempt status form. Georgia sales and occupancy taxes charged for lodging within the State of Georgia do not qualify as eligible reimbursable travel expenses under this policy. Per Diem rates are available on the GSA website http://www.gsa.gov.

2. **Transportation –**authorization of the mode of travel shall be by the most economical means. Modes of transportation include vehicle, air, rail, taxi and public transportation. The method selected by the traveler shall be subject to the most economically feasible, taking into consideration the value of time. If a County vehicle is available, it should be used in lieu of a personal vehicle. Use of a personal vehicle within ten (10) miles of the employee's place of work or residence will not be reimbursed.

    a. **Mileage** – miles traveled in personal vehicles shall be reimbursed at the rate designated by the IRS. The Board of Commissioners may establish a rate lower than the IRS rate as a result of limited budget availability for travel. Mileage shall be calculated using the employee's place of work as the origination point and destination point on the traveler's itinerary. Excess mileage will not be reimbursed. Normal wear and tear expenses associated with an employee's personal vehicle such as fuel, oil, tires, etc. shall not be subject to reimbursement by the County. Privately owned vehicle (POV) mileage reimbursement rates are available at http://www.gsa.gov/mileage.
    b. **Rental Cars** – expenses associated with rental cars, i.e. rental expense and fuel, will be paid at cost based on valid receipts. Employees shall rent mid-size or smaller vehicles based upon the number of employees needing transportation. Expenses associated with exceeding this car class will be the responsibility of the traveler. Employees should decline additional insurance coverage offered by rental car companies since the County's insurance coverage is applicable to car rentals.
    c. **Air/Rail –** transportation provided by major airlines or railroads shall be paid at cost to the traveler. Travel will be limited to coach/economy classes of service. A change to a higher class (business or first class) or extension of the trip and change in departure or arrival dates resulting in an added cost will be the responsibility of the traveler. Any reduction of expense associated with transportation costs as a result of extended or modified travel dates for personal benefit shall not be provided back to the traveler.
    d. **Taxi/Shuttle –** expenses associated with local transportation will be deemed eligible for reimbursements as long as receipts are provided with point to point explanation for this mode of transportation. Such documentation should accompany receipts.
    e. **Tolls/Parking –** Traveler shall be reimbursed for toll and parking charges. Receipts are required when cost exceeds four dollars ($4.00) per day.

3. **Meals/Incidentals –** expense associated with meals (breakfast, lunch, and dinner) and incidentals (snacks, tips) shall be administered on a per diem basis by the County. Per Diem amounts will be derived from the U.S. General Services Administration (GSA), which can be found at http://www.gsa.gov. Per Diem will be advances to the employee prior to travel. Receipts will not be required on meal or incidental expenses. Overages of meal expense will be the responsibility of the employee, while any savings may be retained by the employee.

4. **Program/Seminar/Conference Fees** – charges for attendance at a particular event (training, conference, seminar, etc.) shall be paid by the corresponding department, subject to provisions identified in this policy.

Each traveler shall pay for expenses associated with travel on a personal credit card or on a County P-Card if available, with the exception of meals and incidental expenses. Travel advances for meals and incidental expenses shall be provided to the employee prior to travel by the Finance Department. A pre-authorization travel advance form must be submitted to Finance no less than two (2) weeks before travel begins.

Dependents/Spouses accompanying employees on official business shall not be eligible for reimbursed expenses by the county. If a dependent or a spouse accompanies an employee on an authorized business trip, only that expense that can be directly attributed to the employee will be reimbursed. Per Diem used for expenses other than those directly attributable will be allowed; however, the per diem amount will not be increased because of a dependent or spouse travel.

While traveling on official business, employees shall follow the County's workers' compensation policies in the event of any on-the-job injury.

E. Non-Travel Meals

Expenses related to meals, snacks, or food provided should be limited to the following events:

1. A meeting hosted by the County Administrator or the Board of Commissioners.

2. A meeting required by law or authorized by a department director which is anticipated to last more than four (4) hours and which, is scheduled through normal meal times.

3. A business meal with someone other than another County official or employee in order to discuss a specific item of county business.

Receipts are required for such meals and should detail the nature of the meeting and the peoples who were in attendance.

F. Submission of Expenses

All expenses relating to travel shall be submitted to the Finance Department no later than two (2) weeks after return from the trip or the date of occurrence of non-travel event. Travel expenses will be reimbursed based on an approved travel expense report with the appropriate supporting

documentation. Employees can access a pre-authorization travel advance form or a travel expense report on the common drive under Finance/travel forms.

Receipts are required for:

1. Lodging
2. Air/Rail fare
3. Car rental
4. Taxi/Shuttle service
5. Tolls/Parking

Receipts are not required for:

1. Mileage
2. Meals
3. Incidental expenses

~~10. WORKSHOPS~~

~~11.~~

~~a. Authorization for Holding Formal Workshops~~

~~b.~~

~~Whenever feasible, workshops should be held in facilities owned by the County. When necessary, other facilities may be rented and the costs charged to participants as part of a registration fee. For subsistence allowance purposes, the 35 mile limitation with regard to traveler's duty station as set forth previously does not apply for travelers attending formal meetings.~~

~~Workshops sponsored by the County are considered formal when they meet the following limitations:~~

~~• There are five or more participants.~~

~~• The workshop is planned in detail in advance, with a formal agenda or curriculum.~~

~~• There is a written invitation to participants setting forth the calendar of events and the detailed schedule of costs.~~

~~When a registration fee is not charged, the County may provide refreshments for "coffee breaks" provided there are five (5) or more participants and costs do not exceed five dollars ($5.00) per participant per day, per workshop. For coffee breaks to be paid by the County, the following shall be secured: (1) An itemized receipt or invoice; (2) A list of participants by name; and (3) Purpose and duration of workshop or a formal agenda.~~

~~When workshops are to be held under the sponsorship of the County in which the funding for all participants is budgeted, lump sum payments to a conference center or a service organization may be made upon written authorization from the Division Director, County Administrator or Elected Official. The authorization must provide~~

~~i. the purpose and duration of the workshop;~~

~~ii.~~

~~iii. the number of persons expected to attend;~~

~~iv.~~

~~v. the specific meals to be served at the workshop;~~

~~vi.~~

~~vii. the approximate daily subsistence cost per person;~~

~~viii.~~

~~ix. the name of the conference center, hotel, caterer, or other organization providing the service.~~

~~x.~~

~~Payments will be made only when the following items are attached to the travel expense report: An itemized invoice, approved by the Division Director, County Administrator or Elected Official, with a list of names, addresses, and affiliations of those attending.~~

~~c. Expense Reimbursement and Payment for Participants at Formal Workshops~~

~~Reimbursement for expenses of qualified travelers or payment expenses incurred on behalf of qualified travelers participating in any formal conferences, convention, school, workshop, institute, seminar, or other organized gathering sponsored by the County shall be in accordance with all provisions of these travel regulations and shall be based on in-state rates.~~

~~The County will pay registration fees for qualified travelers when attending meetings. If any portion of the registration fee is to be used to defray meal costs, it is the responsibility of the County Administrator, Division Director and Elected Official to ensure that qualified travelers are not reimbursed for the same meals charged in the registration fees.~~

~~d. Informal Meetings:~~

i. ~~Guests of Fayette County: The County Administrator, Division Directors, and Elected Officials may be reimbursed from County funds for the entire cost of business meals for all participants while conducting official County business. Such meals are not subject to the daily maximum limitations on amounts contained in these regulations; (the limitations pertaining to minimum distance from duty station does not apply.) To be eligible for reimbursement, all such meals must be approved by the Division Director, County Administrator or Elected Official. All such business meals must include all valid receipts or invoices as well as the business purpose of the meal and the names of all individuals attending the meal. Cost of meals and other expenses for family members of County employees, the County Administrator, Division Directors, and Elected Officials are not reimbursable from County funds. A report of business meal expenditures shall be made to the Board of Commissioners on a quarterly basis.~~

ii. ~~Each qualified traveler is responsible for his/her own request for reimbursement. All reimbursement requests shall be filed for approval and payment within thirty (30) days after the last day of travel or the reimbursement amount will be forfeited. Specific dates of travel and lodging must be listed on the reimbursement request. Lodging and meals reimbursement shall be substantiated by a receipt from a commercial lodging establishment. For reimbursement to be made, the following shall be included separately on each request: destination (include time of departure and arrival on the reimbursement request); mileage; mode of transportation; luggage handling; parking; registration fee; airport shuttle service fee; etc.~~