

Issue Analysis Form

Date: 10/22/2019
Item: Administrative Policy Update – Travel (100.1-100.8)
Lead Department(s): Finance
Contact Person(s): Betsy Drewry



Description and Current Status

The Finance Department considered updates to Administrative Travel Policy 100 as part of the department's 6-month goals / work plan.

Finance staff reviewed the current policy and made extensive revisions to provide more **specific guidance** to employees and other authorized travelers who use purchase cards (County credit cards) or who seek reimbursement from the County for travel expenses. The former policy did not provide detailed guidance related to expense limitations or the actions if policy limitations were exceeded.

Policy revisions were provided to both the Prince George AEC (Administrative Executive Committee) policy committee and the full AEC for review and comment. Suggested changes made by both groups were incorporated into the draft furnished for board consideration.

A Power Point presentation is attached that provides more specific information on recommended changes.

A draft of the recommended policies is included for board review with changes noted in red.

A draft resolution is also included for consideration and approval.

Government Path

- | | | |
|--|---|--|
| Does this require IDA action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require BZA action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does This require Planning Commission Action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require Board of Supervisors action? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does this require a public hearing? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| If so, before what date? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Fiscal Impact Statement

There is no additional fiscal impact to implement recommended policy revisions.

County Impact

Approval of the recommended policy changes will provide more specific written guidelines to employees and other authorized travelers related to travel expenditures and documentation requirements.

Notes

Board of Supervisors
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 22nd day of October, 2019:

Present:

Vote:

Donald R. Hunter, Chairman
Floyd M. Brown, Jr., Vice-Chairman
Alan R. Carmichael
Marlene J. Waymack
T. J. Webb

A-1

On motion of _____, seconded by _____, which carried unanimously, the following Resolution was adopted:

RESOLUTION; PROPOSED REVISIONS PRINCE GEORGE COUNTY PERSONNEL POLICY; SECTION 100.1 THROUGH 100.8, ENTITLED TRAVEL

WHEREAS the Prince George County Personnel policy has been reviewed by staff and it has been determined that existing policy entitled *Travel* requires modifications;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Supervisors of the County of Prince George this 22nd day of October, 2019, does hereby amend the Prince George County Personnel Policy by revising the policy entitled *Travel* as requested.

A Copy Teste:

Percy C. Ashcraft
County Administrator



Prince George County Policy Update - Travel 100.1-100.8

Policy Updates Needed - Travel

- Current environment of “Transparent Government”
- Travel Policies / guidelines in place to meet legal requirements and to **maintain public trust** [100.1]
- **Accountability to Citizens**
- We are spending taxpayer dollars
 - Expectation of responsible spending
 - Expectation that policies are:
 - Reasonable
 - Followed



- **Why we update policies -**
- Have regulations changed? [State / Federal / IRS]
- Are we similar to peers? (best practices)
- Are policies clear? (frequent violations - lack of understanding)



Policy Updates Needed - Travel

- Travel Policy was “re-vamped”
- More detailed and specific
 - To whom the policy applies
 - Required parameters
 - Documentation requirements
 - Clear limits and recourse when limits are exceeded

Travel Policy 100.1 -100.8

MAJOR Changes

100.2 – Definitions

- **Other Authorized Traveler** – *Defined* Non-employee or Volunteer

100.2 Definitions

Other Authorized Traveler: Non-Employee County Representative (example member of board or commission) or Volunteer; submits “**Expense Report**” to be reimbursed for travel expenses.

100.3 – Travel Authorization

- Form that documents **advance** approval for overnight travel (language change)
- Employees / Other Authorized Travelers – Approved by Department Directors or Constitutional Officer
- Department Directors – Approved by County Administrator

100.3 Travel Authorization

All overnight (non-local) travel for employees and other authorized travelers must be pre-approved by the Department Director or Constitutional Officer. ~~of The County Administrator should approve all overnight travel for Department Directors. Approval should occur at least two (2) weeks prior to travel. Employees and other authorized~~

Travel Policy 100.1 -100.8

MAJOR Changes

100.4 Transportation

- Clarification on use of personal vehicle (when not practical to use county vehicle) – advance approval required
- Mileage rate to use if use of personal vehicle allowed [IRS rate]

100.4 Transportation

Employees shall use the most cost effective means of transportation. Employees may use are strongly encouraged to use a County vehicle ~~or their personal vehicle for necessary travel, although the use of a County vehicle is encouraged.~~ If it is not practical to use a County vehicle for travel, employees may seek advanced approval to use a personal vehicle for necessary travel and be reimbursed for mileage. Mileage will be reimbursed using the approved IRS Business Standard Mileage Rate in effect at the time of travel (<https://www.irs.gov/tax-professionals/standard-mileage-rates>). An employee who voluntarily chooses to use his/her personal vehicle for required travel without prior authorization will not be reimbursed for mileage. When available, employee carpooling is encouraged. The Department Director or

Travel Policy 100.1 -100.8

MAJOR Changes

100.6 – Lodging, Meals and Incidentals

- Added **Local Travel** Section – what’s allowable (Day trips 75 miles one-way)
- **Registration fee / Parking / Tolls**
- **Lunch** (*when registration does not include lunch*) – **GSA (General Services Administration) rate**
- **Maximum gratuity limit (15%)**
- **Documentation – detailed, itemized receipts**

Local Travel:

Allowable purchases are limited to conference/meeting registration fee, parking, tolls and lunch*, when lunch is not included in the conference / meeting registration fee.

*Lunch - A copy of the conference/meeting itinerary and registration form that demonstrates lunch is not included in the registration fee must be attached to purchase card receipts or Expense Report for lunch. GSA per diem limit (lunch amount) must be followed for travel location [See GSA website link below]. 15% gratuity limitation applies and **detailed itemized receipts** must be submitted.

denotes new language

Travel Policy 100.1 -100.8

MAJOR Changes

100.6 – Lodging, Meals and Incidentals

- **Non-Local Travel Section – “beefed up”**
 - **Registration fee / Lodging / Airfare / Parking / Tolls / Tips** to vehicle drivers
 - **Meals (limited to meals that registration does not include)** at GSA rates*
[*GSA rates required – not suggested]
 - **Maximum gratuity limit (15%)** –
 - **Documentation – detailed, itemized receipts** [example on slide 9]

Non-Local Travel:

~~Employees may use their purchase card for Allowable purchases include conference/meeting registration fee, lodging, parking, meals, airfare, and incidentals such as tolls, normal and customary tips to baggage handlers and vehicle driver. Only one personal phone call per day, with a \$5.00 maximum limit, may be permitted.~~

Meals - The GSA per diem must be followed for meals purchased in the travel location. See the GSA ~~The website below to determine will give an idea of the~~ amount allowed for meals for every location in the United States. This should be viewed before travel has taken place to stay on track for spending for the day.

<http://www.gsa.gov/portal/category/100120>

Gratuities on meals may not exceed 15% of meal cost and are included as part of the per diem maximum for that meal. *Detailed itemized receipts* are required for each meal purchase, quantifying the number of meals purchased and the nature of meal and beverage purchases.

If meals are provided to the traveler with the conference registration fee, those meals are not allowable under the per diem. For example, if the conference registration fee includes breakfast and lunch, the traveler is not permitted to use a per diem for those meals for that day, or to combine those amounts for future meals; dinner amount is limited to the meals and incidental expense (M&IE) rate for dinner.

Travel Policy 100.1 -100.8

MAJOR Changes

100.6 – Lodging, Meals and Incidentals

- **Non-Local Travel Section**
- **Added Section for Meals on Travel Days**
 - Breakfast – allowed if departure prior to 6:30 a. m. is **required**
 - Lunch – allowed if departure **required** prior to 12:00 p.m. or return to area is after 2:00 p.m.
 - Dinner – allowed if departure before 6:30 p.m. is **required** or return to area is after 7:30 p.m.

Reimbursed / allowed at GSA rates on travel days

Travel Policy 100.1 -100.8

MAJOR CHANGES

100.6 – Lodging, Meals and Incidentals

- **Non-Local Travel Section – Other Notes**
 - **No alcoholic beverages** (on p-card or reimbursement form) – was in **existing** policy
 - One reason why **detailed, itemized** receipts are required
- **Documentation**
 - Travel Authorization form with Registration form / itinerary must be submitted
 - Detailed, itemized receipts
 - Reference to Policy 170.1-170.4 [Expense Reports and Purchase Card Purchases]



191 shawna1
T01 72/1 Dk 8955 Jun11 19 09:29AM 061 1

Bfst Sampler \$9.99
Bf Pancake \$9.99
Cyo Ft Combo \$8.79
Strawberry Bun

Subtotal \$31.36
Tax \$3.54
D9:29AM Total \$34.90

For comments or concerns, please
contact our corporate office at
1-800-451-6300 ext. 223

PLEASE PAY YOUR SERVER
PLEASE PAY YOUR SERVER



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Travel Policy 100.1 -100.8

MAJOR Changes

100.6 – Lodging, Meals and Incidentals

- **Non-Local Travel Section – Other Notes**
 - **Excess Meal Charges** [over GSA rates] – **added section** recourse for spending above limit
 - Repaid by employee (employee using purchase card)
 - Not reimbursed (submitted for reimbursement)

Excess Meal Charges: Any amount an employee charges on a purchase card over the per diem for the travel location must be repaid to the County by the traveler within 30 days. If repayment is not received within 30 days, the traveler's purchase card may be suspended until payment is received. The County will reimburse meal costs only at the GSA per diem limit amount for other authorized travelers. Excess amounts will not be reimbursed.

Travel Policy 100.1 -100.8

MAJOR Changes

100.6 – Lodging, Meals and Incidentals

- **Non-Local Travel Section – Other Notes**
 - **Travel Companions** – minor language revisions
 - County does not pay travel / meal costs for travel companions [was in existing policy]

Travel Companions: In the event that individuals not on County business accompany the employee or other authorized traveler, the single occupancy rate, if different from the double occupancy rate, shall be paid or reimbursed by the employee / other authorized traveler County. Additionally, all meals, transportation, or other charges for individuals not on County business who accompany the County employee or other authorized traveler are the responsibility of the County employee or other authorized traveler.

- **Prepaid Expenses for Employee / Volunteer who resigns / leaves service – Added Section**

- Individual responsible for requesting refund or repaying costs to County

Expenses Paid for Separated Employee / Volunteer: In the event that the County has pre-paid travel expenses for an employee or authorized traveler (conference registration fee; airfare), who leaves employment or whose volunteer status becomes inactive prior to conference date, the employee or authorized traveler will be responsible for requesting a refund or will be responsible for reimbursing the County for all costs prior to the last day of employment / active service.

Travel Policy 100.1 -100.8

MAJOR Changes

100.7 – Purchase Card Use and Reimbursements

- States employees should use County purchase card for travel related expenses
- Clarifies process if there is a card malfunction (submit Expense Report)
- States that Other Authorized Travelers should submit Expense Report
- References Policy 170.1-170.4 for documentation requirements for:
 - Purchase Card Purchases
 - Expense Reports

100.7 Purchase Card Use and Reimbursements

County employees shall use his/her purchase card for travel related expenses. In the event of a purchase card malfunction, employee should submit an Expense Report and the county will reimburse the employee expenses related to travel based on this policy. Other authorized travelers should submit an Expense Report to be reimbursed for travel expenses. Documentation requirements for purchase card use and Expense Report submissions are the same; see County Policy 170.1-170.4 Expense Reports and Purchase Cards/Accounts.

- Questions?

COUNTY OF PRINCE GEORGE ADMINISTRATIVE POLICIES Prince George, Virginia	POLICY NUMBER: 100.1 through 100.8	Page 1 of 5
	SUPERSEDES: August 12, 2014 January 24, 2017	DATE ISSUED: _____, 2019
SUBJECT: Travel	AUTHORIZATION: Percy C. Ashcraft, County Administrator	

100.1 General Provisions

It is the objective of Prince George County 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. Departments may establish internal policies for travel for their employees as long as they are within the parameters established by this policy. Travel specifically for the purpose of entertaining economic development client(s) is exempt from this policy as well as County-affiliated travel by members of the Board of Supervisors. 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.

100.2 Definitions

Other Authorized Traveler: Non-Employee County Representative (example member of board or commission) or Volunteer; submits "Expense Report" to be reimbursed for travel expenses.

Local Travel: Day trips of less than 150 miles round trip (75 miles one way) distance from the assigned work area when the employee or other authorized traveler is not away overnight. ~~When local travel occurs, a travel authorization is not necessary. Employees are permitted to charge expenses related to day trips, such as lunch, parking and tolls on their purchase cards.~~

Non-local Travel: Travel involving at least one or more overnight absences from the assigned work area.

100.3 Travel Authorization

All overnight (non-local) travel for employees and other authorized travelers must be pre-approved by the Department Director or Constitutional Officer. ~~or~~ The County Administrator should approve all overnight travel for Department Directors. Approval

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should occur at least two (2) weeks prior to travel. Employees and other authorized travelers must complete ~~fill-out~~ a Travel Authorization Form (form may be accessed on Employee Self Service - ESS) and attach a copy of the registration and itinerary in order to receive required prior approval. Note any expected state or federal reimbursement on travel authorization. Any travel taken without prior approval shall be deemed as a personal expense to the traveler.

100.4 Transportation

Employees shall use the most cost effective means of transportation. Employees ~~may use~~ are strongly encouraged to use a County vehicle ~~or their personal vehicle~~ for necessary travel, ~~although the use of a County vehicle is encouraged~~. If it is not practical to use a County vehicle for travel, employees may seek advanced approval to use a personal vehicle for necessary travel and be reimbursed for mileage. Mileage will be reimbursed using the approved IRS Business Standard Mileage Rate in effect at the time of travel (<https://www.irs.gov/tax-professionals/standard-mileage-rates>). An employee who voluntarily chooses to use his/her personal vehicle for required travel without prior authorization will not be reimbursed for mileage. When available, employee carpooling is encouraged. The Department Director or Constitutional Officer 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.

100.5 Travel Working Hours

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 22.1-22.5, Overtime.

100.6 Lodging, Meals and Incidentals

Local Travel:

Allowable purchases are limited to conference/meeting registration fee, parking, tolls and lunch*, when lunch is not included in the conference / meeting registration fee.

*Lunch - A copy of the conference/meeting itinerary and registration form that demonstrates lunch is not included in the registration fee must be attached to purchase

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card receipts or Expense Report for lunch. GSA per diem limit (lunch amount) must be followed for travel location [See GSA website link below]. 15% gratuity limitation applies and *detailed itemized receipts* must be submitted.

Non-Local Travel:

~~Employees may use their purchase card for~~ Allowable purchases include conference/meeting registration fee, lodging, parking, meals, airfare, and incidentals such as tolls, normal and customary tips to ~~baggage handlers and~~ vehicle driver. ~~Only one personal phone call per day, with a \$5.00 maximum limit, may be permitted.~~

Meals - The GSA per diem must be followed for meals purchased in the travel location. See the GSA ~~The~~ website below to determine ~~will give an idea of~~ the amount allowed for meals for every location in the United States. This should be viewed before travel has taken place to stay on track for spending for the day.

<http://www.gsa.gov/portal/category/100120>

Gratuities on meals may not exceed 15% of meal cost and are included as part of the per diem maximum for that meal. *Detailed itemized receipts* are required for each meal purchase, quantifying the number of meals purchased and the nature of meal and beverage purchases.

In the event that one employee or other authorized traveler pays for more than his/her own meal (i.e. group of employees / authorized travelers), the traveler who paid must include the names of all attendees with the detailed itemized receipt.

If meals are provided to the traveler with the conference registration fee, those meals are not allowable under the per diem. For example, if the conference registration fee includes breakfast and lunch, the traveler is not permitted to use a per diem for those meals for that day, or to combine those amounts for future meals; dinner amount is limited to the meals and incidental expense (M&IE) rate for dinner.

Under no circumstances will employees be allowed to use their purchasing card for the purchase of alcoholic beverages, nor will those costs be reimbursed for other authorized travelers.

Meals on Travel Days – The allowable number meals on travel days may vary depending on departure time **necessary** to arrive at conference / meeting location by the published conference / meeting start time. Departure times outlined below are based on *required* departure times, not times based on the convenience of the traveler.

Breakfast Allowed – if employee / other authorized traveler must depart from home/work location prior to 6:30 a.m. for a non-local trip

Lunch Allowed – if employee / other authorized traveler must depart for a non-local trip prior to 12:00 p.m. and returns from a non-local trip after 2:00 p.m.

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Dinner Allowed – if employee / other authorized traveler must depart for a non-local trip before 6:30 p.m. or returns from a non-local trip after 7:30 p.m.

The GSA meals and incidental expense (M&IE) rate **per meal** must be followed on travel days using the restaurant location from which meal is purchased as the GSA location (see website above).

~~For non-local travel, employees should use purchase card for all transactions.~~

~~Documentation for a~~All travel expenses, including ~~T~~travel ~~A~~authorization Form (with registration and itinerary) and **detailed itemized** receipts should be turned into the Department Director or Constitutional Officer when returning from travel, and entered into the Works purchasing card system. See County Policy 170.1-170.4 for documentation requirements for Expense Reports and Purchase Card Purchases.

Excess Meal Charges: Any amount an employee charges on a purchase card over the per diem for the travel location must be repaid to the County by the traveler within 30 days. If repayment is not received within 30 days, the traveler's purchase card may be suspended until payment is received. The County will reimburse meal costs only at the GSA per diem limit amount for other authorized travelers. Excess amounts will not be reimbursed.

Travel Companions: In the event that individuals not on County business accompany the employee **or other authorized traveler**, the single occupancy rate, if different from the double occupancy rate, shall be paid **or reimbursed** by the **employee / other authorized traveler** ~~County~~. Additionally, all meals, transportation, or other charges for individuals not on County business who accompany the County employee **or other authorized traveler** are the responsibility of the County employee **or other authorized traveler**.

Expenses Paid for Separated Employee / Volunteer: In the event that the County has pre-paid travel expenses for an employee or authorized traveler (conference registration fee; airfare), who leaves employment or whose volunteer status becomes inactive prior to conference date, the employee or authorized traveler will be responsible for requesting a refund or will be responsible for reimbursing the County for all costs prior to the last day of employment / active service.

100.7 **Purchase Card Use and Reimbursements**

County employees shall use his/her purchase card for travel related expenses. In the event of a purchase card malfunction, ~~employee should submit an Expense Report and the county will reimburse the employee expenses related to travel based on this policy.~~ Other authorized travelers should submit an Expense Report to be reimbursed for travel expenses. Documentation requirements for purchase card use and Expense Report submissions are the same; see County Policy 170.1-170.4 Expense Reports and Purchase Cards/Accounts.

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100.8 Unallowable Charges / Purchases

The following are **unallowable charges** / non-reimbursable items:

- a. Loss of funds or personal belongings
- b. Alcoholic beverages
- c. Damage to personal vehicles, clothing or other items
- d. Service to gain entry to a locked vehicle
- e. Entertainment expenses
- f. Expenses related to the personal negligence of a traveler such as fines
- g. Personal expenses incurred while the traveler is on annual leave when business travel and personal travel are combined.
- h. Expenses of family members or traveling companions

~~100.9 Distribution of Travel Policy to County Employees; Employee Acknowledgement~~

~~A copy of the Travel Policy shall be distributed to each County employee with an Employee Acknowledgement. Each County employee shall acknowledge receipt of the Policy by signing and dating the Employee Acknowledgement Form in the presence of a witness who shall also sign and date the Acknowledgement. The executed Employee Acknowledgement shall be returned to the Department of Human Resources for filing in the respective employee's personnel file.~~