

<p>COUNTY OF PRINCE GEORGE ADMINISTRATIVE POLICIES</p> <p>Prince George, Virginia</p>	<p>POLICY NUMBER: 100.1 through 100.8</p>	<p>Page 1 of 5</p>
<p>SUBJECT:</p> <p>Travel</p>	<p>SUPERSEDES: October 22, 2019</p>	<p>DATE ISSUED: February 25, 2020</p>
<p>AUTHORIZATION: Percy C. Ashcraft, County Administrator</p>		

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.

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. 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 travelers must complete a Travel Authorization Form (form may be accessed on Employee Self Service - ESS) and attach a copy of the registration and itinerary in

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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 are strongly encouraged to use a County vehicle for necessary travel. 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; Overtime.

100.6 Lodging, Meals and Incidentals

Local Travel:

Allowable purchases are limited to conference/meeting registration fee, parking, and 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.~~

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Non-Local Travel:

Allowable purchases include conference/meeting registration fee, lodging, parking, meals, airfare, and incidentals such as tolls, normal and customary tips to vehicle driver.

Meals - The GSA per diem must be followed for meals purchased in the travel location. See the GSA website below to determine 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.

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).

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Documentation for all travel expenses, including Travel 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 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. 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 Expense Reports and Purchase Cards/Accounts.

100.8 Unallowable Charges / Purchases

The following are unallowable charges / non-reimbursable items:

- a. Loss of funds or personal belongings
- b. Alcoholic beverages

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- 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

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	SUPERSEDES:	DATE ISSUED: February 25, 2020
SUBJECT: Non-Travel Food and Beverage Purchases	AUTHORIZATION: Percy C. Ashcraft, County Administrator	

330.1 General Provisions & Purpose

The Non-Travel Food and Beverage Purchases policy was created to provide guidance when using public funds to purchase food and beverages for official business. These provisions follow the procedures outlined by the Department of Accounts for the Commonwealth of Virginia but may be less restrictive in some areas due to the way the County conducts business. This policy does not apply to food purchased for business travel as outlined in Policy 100.1-100.8. Departments may establish internal policies for food purchases for their employees as long as they are within the parameters established by this policy.

Purchases from any County funds are subject to these guidelines. Purchases of food and beverages include, but are not limited to, refreshments or snacks, meals, catered foods, finger foods, and beverages of any kind.

Any food or beverage purchases not covered under Policy 100.1-100.8 Travel or referenced in this policy will not be paid for by the County using an Expense Form, purchase card or credit card. Exceptions to this policy must be granted with prior written approval from the County Administrator or his/her designee and such documentation must be attached to receipt.

The purchase of alcoholic beverages using public funds is prohibited for any reason.

Gratuities, if applicable, are restricted to the percentage specified in Policy 100.1-100.8 Travel.

All allowable meal or refreshment purchase receipts must be submitted using the **Food Purchase Form** and include an event / meeting description, an agenda if applicable, and a list of attendees who ate.

This policy excludes:

- Meals consumed by individuals on overnight travel status as set forth in Policy 100.1-100.8. Such travel meals must be paid from department convention and education or training budgets.
- Food and beverages funded solely by participant or registration fees (including but not limited to, Parks and Recreation programs; participant-paid County-hosted events, conferences or training sessions)
- Food and beverages paid for by employees

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- Meals purchased for foster children (Social Services) and meals purchased for inmates during transport (Sheriff)

330.2 Food for Daily Employee Consumption Prohibited

Generally, the use of public funds for food and beverages for daily consumption by employees and visitors during the workday is **prohibited**. Examples include meals, snacks, coffee, coffee pods, bottled water, and bottled/canned beverages for daily employee or visitor consumption. The exception is water delivered for a water cooler by Diamond Springs or a similar provider. Water coolers for staff and visitor consumption are permitted only where the General Services Director concludes the installation of a filtered cold/hot water system is not practical or economically feasible due to plumbing location or availability.

330.3 Community Events & Programs

The County hosts a number of events for the benefit of County citizens and business owners. Refreshment / meal restrictions are noted below. Where possible, staff should solicit monetary and food item donations to minimize the cost and use of public funds for these events. All community events for which food will be purchased with County funds must be approved by the Board of Supervisors. Any fundraiser hosted by the County must donate funds based on net proceeds, i.e. total collected, less cost.

Light Refreshments – limit to \$3 per expected attendee*

Disaster Preparedness Workshop (formerly Survivor Day)

Picnic / Cookout Style Events –limit to \$5 per expected attendee*

National Night Out

Hometown Heroes

Annual Back-to-School Fair

Mobile Home Park Events

Founder’s Day

Annual Recovery Night Event - Community Corrections

Catered Events – limit to GSA limit (breakfast, lunch or dinner depending on event time) for Prince George County Virginia including gratuity

Wreath Laying Ceremony

Dedications / Ribbon Cuttings

Citizen’s Academy

Business Roundtable

Civilian Military Council

Annual Riverside CCJB Appreciation Breakfast (Community Corrections)

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All approved community events may not be listed above, but events of a similar nature should be included in one of the categories above and those guidelines should be followed.

*This limit excludes donated items

330.4 Citizen and Advisory Groups, Boards and Commissions

The County utilizes citizen and volunteer advisory groups to assist in accomplishing the County’s mission and specific initiatives. To the extent possible, meeting times should be established outside of normal meal times. **Refreshments** may be served at each periodic meeting not to exceed \$3.00 per attendee.

330.5 Board of Supervisors Meetings

[ALLOW BOARD TO DEVELOP BOARD MEETING FOOD POLICY]

330.6 Staff Meetings; Group Meetings; Work-Related Meetings

Staff Meetings - The use of public funds to pay for staff meeting meals or refreshments is prohibited.

Employee Group Meetings - The use of public funds for meals or snacks for meetings between small groups of employees or department heads is prohibited even if employees are discussing business during the meeting.

Interview and IFB/RFP Panels - The use of public funds to provide meals or snacks for employee interview panels or Invitation for Bid / Request for Proposal panels is prohibited. A lunch break should be scheduled for such panel meetings.

Interview, IFB/RFP Panels and Accreditation, Review / Assessment Panels that Include a **Non-Prince George Subject Matter Expert or Non-Prince George Reviewer** - When panel interviews, meetings or reviews include a subject matter expert or external reviewer who is not a Prince George County employee, and have a duration of longer than three hours, a meal may be purchased for that expert panel member or reviewer. In addition, **one** County representative / host may purchase a meal. Only one meal, per day, per person may be purchased and the cost is limited to the GSA limitation for Prince George, Virginia, including gratuity. The subject matter expert must be utilized in employee hiring, employee promotions or other advancement of a County business process.

330.7 Internal Training Functions

Food and beverages may be provided to participants of a mandatory training session when business is conducted **through the time of the meal and the duration is more than four hours in one day**. The dollar amount of the expenditure is limited to the GSA lunch limit for Prince George, Virginia including gratuity. The training agenda / itinerary must be attached to the receipt. Training functions of durations of four hours

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or less should be arranged to avoid meal times. Planning meetings, departmental retreats and staff meetings are not considered an internal training function.

330.8 Unscheduled Extended Hour Work for the Benefit of Employer

County staff may occasionally be needed or expected to work beyond the normal workday through the dinner hour to complete essential county work or meet an established deadline. Department Heads are authorized to purchase a meal or snack for employees to continue work as long as work continues after normal work hours and through the normal dinner hour. The GSA limitation for dinner is the maximum that may be expended for such a meal, including gratuity. Examples include, but are not limited to: Utility Repairs; Election Day; Building & Grounds event set-up and breakdown; time-sensitive, prolonged police investigations and/or exigent, prolonged public safety situations. A description of the work event must accompany the receipt.

330.9 County Hosted Visits from Other Localities or Regional Meetings

The County may host regional meetings attended by employees from other municipalities. To the extent possible, meeting times should be scheduled outside of meal times. Refreshments may be served at these regional meetings, not to exceed \$3.00 per participant per meeting. GSA meal limitations should be adhered to for any meal provided, including gratuity.

330.10 Economic Development Business Prospects

Using meal tax funds, the Economic Development Department may host business prospects during visits to the community. Reasonable meals and incidental costs may be incurred to attract businesses to the County. GSA meal limitations do not apply to such meal purchases.

330.11 Tourism Events

Using lodging tax funds, the Tourism Department may host events and tournaments to bring tourism opportunities to the community. Reasonable meals and incidental costs may be incurred for tourism events in accordance with event guidelines. GSA meal limitations and County refreshment limitations do not apply to such purchases.

330.12 Human Resource Hosted Employee and Employee Recognition Events

The following limitations apply to employee events that benefit all employees or specific groups of employees. Where possible, staff should solicit monetary and food item donations to minimize the cost and use of public funds for these events. All Human Resources events for which food will be purchased with County funds must be approved by the Board of Supervisors.

Light Refreshments – limit to \$3 per expected attendee*

Quarterly New Hire Meet and Greet

New Department Head Introductory Receptions

Patriot’s Day – Annual Event for First Responders [HR also solicits donations]

Youth Workforce Academy Reception

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Picnic / Cookout Style Events – solicit donations and limit to \$5 per expected attendee*

Annual Employee Appreciation Day Picnic
Co-Worker Week Reception and Chili Cook-Off
Employee Wellness Fairs

Catered Events – limit to GSA dinner limit for Prince George County Virginia including gratuity

Annual Service Awards and Holiday Dinner

*This limit excludes donated items.

The use of public funds by department heads to provide meals or refreshments during weeks of specific employee category recognition, such as *National Police Week*, *Firefighter Appreciation Week*, *National Public Safety Tele-communicators Week*, *Administrative Professionals Day*, is prohibited.

330.13 Emergency Operations and Emergency Event Response

Emergency Response Plan Levels III, IV and V may necessitate the purchase of refreshments and meals for staff and first responders who are responding for citizen power and shower events, citizen shelter activation and Emergency Operations Center duties.

Emergency events may also result in the distribution of water and/or food to Prince George County citizens.

The County Administrator and Director of Fire/EMS in cooperation with the Finance Director and Procurement Officer will determine the appropriate level of purchasing during such events.

Where appropriate, FEMA (Federal Emergency Management Agency) reimbursement should be pursued.

330.14 Volunteer Fire Departments and Emergency Crew Food Budgets

The Prince George County Volunteer Fire Departments and Emergency Crew are a valuable partner in providing emergency response to citizens. They are also an integral part of the community and may host a variety of community functions.

The Emergency Crew and each Volunteer Fire Department has a General Fund budget for expenditures paid and reimbursed by the County. To promote consistent and fair food spending across departments, a **General Fund Food Supply** budget equal to \$50 per **active member** will be established annually. The active member count will be based on membership on the January preceding each budget year. **County reimbursement for food supplies will not exceed the adopted budget.** These

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reimbursements will cover 5th Monday/Wednesday dinners; community events; open houses; and emergency/weather event preparation and response.

Meals consumed by volunteers on overnight travel status as set forth in Policy 100.1-100.8 Travel, are excluded from this policy. The cost of those meals for volunteers while in travel status for training should be budgeted under **Training**.