

Title: Administrative Policy Business Related Travel	Policy No. Part 5, Staff Policies Chapter 1, Rules Section 5
Policy Custodian Finance and Information Technology	Effective Date November 24, 2015 Adoption/Revision Date November 24, 2015/May 16, 2018

Adopting Resolution(s): CC15-445

References (Statutes /Resos/Policies): 30-2-102(3), 30-11-107(1)(t), C.R.S.; CC04-348, CC08-170, CC09-451, CC11-349, CC14-350; Colo Const. Art XXIX, Section 3, Independent Ethics Commission Advisory Opinion 08-02.

Purpose: To authorize the payment of and reimbursement of the reasonable and necessary travel expenses for business-related travel.

Policy: Business Related Travel

A. Definitions

For purposes of this Policy, the term “employee” includes all Appointed Officials, employees, and non-employees of Jefferson County who are under contract with Jefferson County, and who are seeking reimbursement of such expenses for any County business-related travel expenses. Sheriff’s Office employees traveling on extradition duty or for other emergency purposes as determined by the Sheriff or his designee are exempt from this policy.

B. Authorization

1. Employee travel must first be approved according to the following:
 - a. In-State Travel: Requires the approval of a supervisor one level higher or above.
 - b. Out-of-State Travel: Requires the approval of an Elected or Appointed Official, or Division Director or above.
2. Reasonable and Necessary Costs
 - a. The County will pay/reimburse only reasonable and necessary County business-related travel expenses.
 - b. The County will not pay or reimburse employees for purchases of alcohol.
 - c. To the extent possible, expenses such as conference registrations, parking, and incidentals not covered by per diem shall be charged on a county Procurement Card (P-card).

- d. To the extent possible, the County's tax exempt status should be used to avoid paying state and local sales tax for business related travel expenses.
3. If the travel requires an overnight stay:
 - a. County employees, other than elected officials, are required to use a per diem for meals and incidentals rather than receive reimbursement for actual expenses.
 - b. Per diem for meals and incidentals shall be issued based on the Federal per diem rates.
 - c. Exceptions to the use of per diem or the rates require the approval of the County Manager or Elected or Appointed Official.
4. If the travel does not require an overnight stay:

Reimbursement of meals associated with travel that did not require the employee to stay overnight shall not be reimbursed by the County, as it would be considered taxable income per IRS regulations. (See the Food and Beverage Expenditures Policy for reimbursement of business related meals)
5. Employees who fail to abide by this Policy may be denied reimbursement.
6. The Purchasing Manager, in coordination with the appropriate Elected or Appointed Official, Department or Division Director, is authorized to develop procedures to implement the policy.

C. County's Travel Program

1. Employees traveling on County business must use the designated County Procurement Card (P-card) for all airfare, car rental and lodging expenses.
2. P-cards shall be issued by Purchasing Operations as directed by the appropriate Elected or Appointed Official or Division or Department Director or designee. A P-card is a county-issued credit card that provides employees with travel protection and insurance.
3. Employees must not use the P-card to pay for the travel expenses of non-employee traveling companions.

D. Meals and Incidentals

1. Elected Officials

Elected Officials must submit receipts for actual and necessary business expenses for reimbursement by the County.

2. Per diem for employees other than Elected Officials:

- a. Receipts are not required for the meals and incidentals purchased with a per diem.

b. Certain incidentals are not required to be paid for with a per diem. These incidental expenses include:

(1) Parking

(2) Transportation costs such as bus fares, subway/light rail fares, and Uber/Lyft or taxi fares, including taxi driver tips.

(3) The cost of cleaning or laundry when travel exceeds five days.

(4) Telephone calls home (limit to one call per day unless more are necessary due to extenuating circumstances).

(5) Charges for telephone calls or facsimiles to the office or elsewhere for County business.

(6) Copying of business documents and similar items.

(7) Charges for office supplies for business purposes.

(8) Internet connectivity for business purposes.

3. Receipts

a. Receipts are required for expenses not covered by a per diem. If a receipt is not available, the employee must provide a written explanation for the expense and obtain approval.

b. Employees must submit receipts and file expense reports as soon as possible after expense was incurred, but no later than 14 calendar days after completion of each trip. Employees who do not file their expense report within the required time may not be reimbursed.

E. Vehicle Travel

1. Parking

The County shall pay parking costs while on business related travel.

2. If a private or County vehicle is used, refer to the Driving on County Business Policy for applicable reimbursement policies.

3. The County-issued P-card is required for booking rental cars.

4. All vehicle rentals must be booked via the State of Colorado Preferred Auto Rental Supplier agreements, if available.

F. Air Travel

1. The County-issued P-card is required for booking air travel.

2. The employee, or travel agency if utilized, shall confirm tickets based on the lowest logical airfare as determined by the following criteria:
 - a. Connecting flights that result in significant cost savings and add no more than 2 hours travel time
 - b. A flight within two (2) hours of intended departure or arrival time
 - c. Maximum use of non-refundable tickets when applicable
3. If the lowest logical airfare is not accepted, the employee must obtain approval from the Elected or Appointed Official or Department Director or above.
4. Business and First Class are not permitted and will not be reimbursed.
5. Tickets should be purchased at least 14 calendar days prior to departure date when possible. Justification must be provided and approved by the Division Director or Elected or Appointed Official if tickets are purchased within 7 days of departure.
6. Unused, lost or stolen tickets must be reported to the travel agency, if utilized, or to the applicable airline ticket counter.
7. Delays
 - a. If an airline delay necessitates an overnight stay that is not paid for by the airline, employees must contact the travel agency, if applicable, or obtain their own accommodations.
 - b. If an employee is denied boarding due to overbooking, the free voucher must be applied to the next business travel flight.
8. Baggage
 - a. The County will not reimburse the employee for personal items lost while traveling on business.
 - b. The County will pay standard baggage fees. The County will not pay for oversized or overweight baggage. Exceptions will be made for those employees traveling with heavy or bulky materials or equipment, County records or property, or relocating a child.

G. Train Travel

1. The County shall pay only the amount of the fare that does not exceed the cost of mileage or a competitively-priced airfare, whichever is less.
2. A County-issued P-card is required for booking train travel.
3. Travel shall be in economy or coach class. Business and First Class are not permitted.

H. Lodging

1. The County will pay the cost of lodging when an overnight stay is required.
2. A County-issued P-card is required for booking lodging.
3. When specifically pre-approved, the County will pay for additional lodging beyond that required for County business, but only when necessary to achieve a savings in transportation cost that more than compensates for the cost of additional lodging.

I. Conferences

1. The County will pay/reimburse the cost of registration fees, banquet meals, boxed lunches, or other refreshments associated with the conference event.
2. The County will not pay for the cost of other social activities or events that are offered in conjunction with the conference but are not part of the conference agenda (e.g. sight-seeing trips, tournaments, etc.).

J. Travel Advances

1. Travel advances may be obtained by any Elected or Appointed Official/employee solely for per diem expenses and mileage. Appropriate documentation required by Accounting must be completed, approved and submitted three weeks before the scheduled departure date
2. All amounts paid pursuant to an advance must be accounted for with proper documentation. Unexpended travel advance funds and funds for which the traveling employee cannot account must be reimbursed to the County within five (5) business days after returning to the County.

K. Travel Paid By Non-County Entity

Travel Expenses paid by an entity other than the County or a state or local government must comply with the following requirements to be accepted:

1. The travel must be for a government purpose related to the person's official position.
2. The travel arrangements must be appropriate to that purpose.
3. The trip can be no longer than reasonably necessary to accomplish the business which is its purpose. If the trip is extended for personal purposes, the expenses related to the extended trip must be paid by the official or employee not the donor.
4. The County official or employee who will be traveling is not currently, was not in the recent past, and will not in the reasonably foreseeable future, be in a position to take direct official action with respect to the donor.

5. The County official or employee must verify compliance with conditions 1 through 4 above by any of the following means:
 - a) Written supervisory approval
 - b) Official public approval by the Board of County Commissioners;
 - c) Written explanation by the elected official of why he or she believes the travel meets conditions 1 through 4; or
 - d) An advisory opinion from the Colorado Independent Ethics Commission.