



**DINWIDDIE COUNTY  
DIVISION OF FINANCE & GENERAL SERVICES  
POLICIES AND PROCEDURES**

**TRAVEL/TRAINING**

*Revised & Adopted May 23, 2016*

**POLICY**

Dinwiddie County employees are expected to provide excellent service to the County by being knowledgeable in their positions, maintaining required certifications, and by keeping up with current developments in their field. This policy defines the travel/training expectations for County employees and any other persons authorized to travel on behalf of Dinwiddie County. Departments may establish additional internal policies for travel for their employees as long as they are within the parameters established by this policy. First priority shall be given to training requests for Continuing Education and certification requirements. Compliance with this policy is necessary to ensure that expenditures of public funds are appropriate and documented to meet auditing requirements and maintain public trust.

**DEFINITIONS**

- A. "Away From Home" Travel:** The IRS states that "away from home" means any trip that requires an employee to travel overnight, or long enough to require substantial "sleep or rest." Working overtime or at a great distance from the employee's normal work station does not create excludable reimbursements for travel expenses if the employee returns home without spending the night or stopping for substantial "sleep or rest." (IRC 162(a)(2) Rev. Rul. 75-170 Rev. Rul. 75-432)
- B. Meal and Lodging Per Diems:** Refer to the latest State Travel Guidelines for Meal & Lodging Reimbursement by destination location at the following link.  
[http://www.doa.virginia.gov/Admin\\_Services/CAPP/CAPP\\_Topics/20335-2015.pdf](http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/20335-2015.pdf)

**PROCEDURES**

**A. Prior to Travel**

Employees must complete the top portion of the Travel/Training Authorization Request & Reimbursement Form with estimated costs for the proposed travel.

- a. Employees must obtain Division Chief/Department Manager approval prior to the travel.
- b. Travel/Training Authorization Request & Reimbursement Form is returned to employee upon appropriate approval.
- c. ***Out-of-state and international travel can only be approved by the County Administrator, no exceptions.***
- d. Employees are responsible for registering for the class and for making lodging reservations. Payment should be made by department purchasing card whenever possible. Otherwise, forward the registration invoice to Accounts Payable for a check to be mailed.

- e. Regardless of the method of payment for lodging and registration, a copy of the approved Travel/Training Authorization Request Form must accompany the purchasing card receipt or accounts payable invoice at the time of payment. The employee should keep the original approved Request Form & send copies as needed with the various receipts that are related to the approved travel as those items are paid.
- f. If at any time an employee is unable to attend a scheduled training, they must notify their supervisor immediately and cancel all reservations no later than 24 hours before arrival time. Should any charges be incurred for non-attendance, the employee is responsible for reimbursing the County for those charges.

## **B. Transportation**

- 1) Employees shall use the most cost effective means of transportation.
- 2) Employees shall use a County vehicle when practical and available.
  - a. To reserve a County vehicle, contact the Accounting/Procurement Technician not less than three days before the travel date.
  - b. Employees must use the County Fuel Card Program for fuel purchases in County vehicles during travel. Fuel card / PIN information will be provided as necessary. If a County Fuel Card Program fuel location is not available in the travel location, the department purchasing card should be used to purchase fuel. See [www.cfnnet.com](http://www.cfnnet.com) for fuel card locations.
  - c. If a County vehicle is not available, an employee may use a personal vehicle and be reimbursed for work-related mileage at the current IRS mileage rate. At no time will fuel expenses for a personal vehicle be reimbursed.
  - d. Mileage should be authenticated with a MapQuest or similar software mileage printout, and mileage calculation should start from office address unless your home address is closer to your destination.
  - e. Mileage reimbursement will only be provided if traveling outside of Dinwiddie County.
  - f. Prior to travel and only under special circumstances may the Manager approve the use of a personal vehicle and mileage reimbursement. Employees who have not been authorized to drive a County vehicle may come under this exception.
  - g. If an employee elects to use their personal vehicle rather than an available County vehicle, they will not be reimbursed for mileage.
- 3) When practical, employee carpooling is encouraged. Expenses for tolls and parking are reimbursable when necessary for work-related travel. Employees are responsible for obtaining a receipt for these expenses unless the employee certifies, by signature on the reimbursement form, that receipts were unavailable, such as unmanned toll booths, honor box parking, etc.

## **C. Lodging, Meals and Incidentals**

- 1) The per diem expenditure shall be determined in accordance with the State Travel Regulations. The per diem should be regarded as a maximum amount that can be spent on each meal individually and on each night of lodging.

- 2) Employees shall use the County purchasing card when possible for all lodging, meals and incidentals. As of April 22, 2016, the Virginia Department of Taxation has changed its policies to permit an employee traveling on government business to purchase meals on a sales tax exempt basis only if the employee uses the County's purchasing card when paying for the meals. If the employee pays in cash or uses his own personal credit card, the meals will still be taxable.
- 3) If meals are included in the conference cost, there shall be no additional reimbursement/payment for those respective meals.
- 4) Under no circumstances will employees be reimbursed for the purchase of alcoholic beverages.
- 5) All meals, transportation, or other charges for individuals not on County business who accompany the County employee are the sole responsibility of the County employee.
- 6) If a meal receipt includes meals for more than one employee, each employee's name must be indicated on that receipt.
- 7) Meals are only reimbursable/payable for the following reasons:
  - a. "Away from Home" travel
  - b. The employee is on call for emergencies during the lunch period (i.e. Sheriff's Deputies on security duty for a Judge or on an extradition).

#### **D. Reimbursements (After Travel)**

- 1) Upon returning, employees must complete the bottom portion of the Travel/Training Authorization Request & Reimbursement Form, listing actual total cost, total reimbursement requested, and meal costs in excess of per diems in the appropriate columns/rows.
- 2) If an individual meal cost exceeds the meal allowance, the employee shall note the overage on the Travel/Training Authorization Request & Reimbursement Form and reimburse the County for the difference.
- 3) The completed, signed form and any meal overage repayment shall then be sent to Accounts Payable within fifteen (15) days of travel return date with the original detailed receipts attached. Failure to do so will result in the employee not being reimbursed for out-of-pocket travel expenditures.
- 4) If the department purchasing card is used while traveling, the employee must submit the original receipt and a copy of the approved Travel/Training Authorization Request & Reimbursement Form to their Manager to be included with the department's monthly purchasing card documentation and report.

#### **E. Calculating Working Hours while Traveling**

- 1) 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.
- 2) 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.

**Distribution of Travel Policy to County Employees; Employee Acknowledgement**

A copy of the Travel/Training 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 and returning it to Human Resources for filing in the respective employee's personnel file.

## **CERTIFICATE OF RECEIPT**

Your signature below indicates your receipt of the Travel/Training Policies and Procedures. Your signature is intended only to acknowledge receipt; it does not imply agreement or disagreement with the policy itself. If you refuse to sign this certificate of receipt, your supervisor will be asked to initial this form indicating that a copy has been given to you.

Employee's Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_