



DINWIDDIE COUNTY FINANCE POLICIES AND PROCEDURES

TRAVEL/TRAINING

Revised & Adopted November 18, 2019; November 18, 2025

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.

The County will pay for reasonable and necessary actual costs of registration, meals, lodging and transportation-related expenses for employees approved to travel. Employees shall ensure official travel is conducted in a responsible and cost effect manner.

DEFINITIONS

“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)

Meal and Lodging Per Diems: Refer to the latest GSA Per Diem rates at the following link:
<https://www.gsa.gov/travel/plan-book/per-diem-rates>.

PROCEDURES

1. Prior to Travel

Employees must complete Part 1 of the Travel/Training Authorization Request Form with estimated costs for the proposed travel.

- A. Employees must obtain Deputy/Department Manager approval **prior** to the travel.
- B. Travel/Training Authorization Request Form is returned to employee upon appropriate approvals.
- 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 and transportation reservations. Payment should be made by department purchasing card whenever possible. Otherwise, the department shall complete a Request for Check 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, Request for Check or 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.

2. Transportation

- A. Employees shall use the most cost effective means of transportation.
- B. Employees shall use a County vehicle when practical and available.
 - i. To reserve a County vehicle, contact the Procurement Officer not less than two weeks before the travel date. Availability is not guaranteed.
 - ii. 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.
 - iii. 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. Employees who have not been authorized to drive a County vehicle shall drive their own vehicle.
 - iv. 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.
 - v. Mileage reimbursement will only be provided if traveling outside of Dinwiddie County.
- C. When practical, employee carpooling is encouraged.
- D. Expenses for tolls and parking are reimbursable when necessary for work-related travel. The County has E-Z Passes available when needed. Otherwise, employees are responsible for obtaining a receipt for these expenses unless the employee certifies, by signature on a Missing Receipt Form, that receipts were unavailable, such as unmanned toll booths, honor box parking, etc.
- E. Airline and rail transportation expenses must not exceed rates for coach class accommodations.

3. Lodging and Meals

- A. The County will pay for overnight accommodations only when the employee is traveling 25 miles or more from County offices or your home address whichever is closer to your destination.
- B. The per diem expenditure shall be determined in accordance with the GSA Regulations. The per diem should be regarded as a maximum amount that can be spent on each meal individually and each night of lodging. In special circumstances the lodging rate may exceed up to 50% of the GSA Lodging rate.

- C. Employees shall use the County purchasing card when possible for all lodging and meals.
- D. If meals are included in the conference cost, there shall be no additional reimbursement/payment for those respective meals.
- E. If a meal receipt includes meals for more than one employee, each employee's name must be indicated on that receipt.
- F. Meals are only reimbursable/payable for the following reasons:
 - i. "Away from Home" travel
 - ii. 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).

4. Disallowed Expenses

- A. Under no circumstances will employees be reimbursed for the purchase of alcoholic beverages.
- B. Any meals, transportation, or other charges for non-employees (children, spouses, companions, vendors, or other attendees).
- C. Entertainment expenses or social events hosted by the conference/training.

5. Reimbursements (After Travel)

- A. The employee has seven (7) days from return of travel to complete Part 2 of the Travel/Training Authorization Request Form, listing all actual expenses regardless of payment type. Backup documentation must be included with the form.
- B. If an individual meal cost exceeds the meal allowance, the employee shall reimburse the County for the difference within fifteen (15) days.
- C. If the County owes an employee for any expenses, the Accounting department will issue a Request for Check upon approval of the Part 2 Form and verification of all PCard transactions.

6. Calculating Working Hours while Traveling

- A. For non-local travel, hours worked are calculated by using the typical start and finish times of a regular work day, unless attendance at evening sessions is required and the conference itself is required to maintain or obtain certifications required for the job.
- B. Hours spent traveling to a destination and outside your regularly scheduled shift 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. Each County employee shall acknowledge receipt of the Policy.