

DRAFT

*This document is to amend EXPENSE REIMBURSEMENT section (Pages 10-11)
in the Armstrong County Employee Handbook 2018*

EXPENSE REIMBURSEMENT

- 1. COUNTY BUSINESS** – Elected Officials/Department Heads/Employees required to attend approved County-related business functions such as seminars, conferences, or other meetings that are designed to improve Elected Officials/Department Heads/Employees job knowledge, work performance, or otherwise enhance County operations will be reimbursed for related expenses.
 - 2. REIMBURSABLE EXPENSES** – The County provides reimbursement for approved function registration fees, airfare, airport parking, hotel for overnight travel, hotel parking, taxi fare, mileage expense for use of personal vehicle at the approved Armstrong County mileage reimbursement rate based on actual mileage between cities plus reasonable allowances for travel between hotel and function sites, and meal expenses based on the approved Armstrong County per diem. Meal expenses are per day, per diem based and limited to \$45.00 for meals **NOT** provided by the event. The meal per day, per diem is: \$10 per breakfast, \$15 per lunch, \$20 per dinner. Request for reimbursement will be made on the current Armstrong County Travel Expense Form (Exhibit D).
- The Armstrong County Travel Expense Form with a copy of the training information, and a map of mileage (if personal vehicle is used), shall be submitted to the Treasurer either prior to Commissioners' Court in advance or no later than 15 days after travel.
- 3. NON-REIMBURSABLE EXPENSES** – The County does not reimburse for items such as entertainment, personal long-distance calls, alcoholic beverages whether or not in conjunction with a meal, laundry, or any other item of a personal or non-County business nature. The County does not reimburse mileage or meals for non-event related trips within 50 miles one-way of Claude, Texas.
 - 4. SINGLE DAY/PARTIAL DAY MEAL REIMBURSEMENT** – Elected Officials/Department Heads/Employees attending local or area functions within 50 miles one-way of Claude, Texas, where overnight stay is not required, will not be reimbursed for meals or overnight lodging (without prior Commissioners' Court approval).