

## **Travel Reimbursement Policy for Board of Supervisors Members of Essex County, Virginia**

The purpose of this policy is to establish uniform standards and procedures that allow Board members to travel for official County business purposes consistent with the prudent use of County funds. Such expenses shall be paid by staff out of the lump sum funds appropriated by the Board during the annual budget process, subject to any Board action taken at budget adoption to govern such funds. (e.g., the Board may, at adoption of the annual budget, provide guidance by resolution as to how those funds may be allocated amongst themselves.) Absent any such guidance by the Board the funds will be allocated proportionately (1/4 for each member).

### **I. Scope**

- A. Board members may be reimbursed for the following routine travel expenses, provided there are available funds:
  - 1. Mileage for travel by personal vehicle or other travel costs to scheduled Board meetings and Board committee meetings for committees to which a Board member is appointed, from home or work, if a work day, which is not part of routine personal travel;
  - 2. Mileage for travel by personal vehicle or other travel costs to events reasonably necessary to prepare for matters scheduled for consideration on the Board's agenda which is not part of routine personal travel (i.e., site visits, informational meetings); and
- B. The County will pay or reimburse Board members for travel associated with Board membership, including but not limited to training, association meetings, conferences, and committee meetings associated with the National Association of Counties (NACo), the Virginia Association of Counties (VACo), and various regional and local organizations.
  - 1. These expenses may include travel, meals, lodging, and other related expenses. Such expenses may be arranged and paid for directly by County staff (such as lodging and conference registration fees) or reimbursed by County staff to Board members upon

submission of a request for reimbursement, accompanied by appropriate receipts and documents per County policy.

2. Travel to these meetings by Board members does not require preapproval by any staff member nor by the Board of Supervisors.

C. Board members will not be reimbursed for the following travel expenses:

1. Travel to events which are political in nature (i.e., campaigning or partisan events);
2. Personal expenses incurred during travel; or
3. Other travel which is not part of the statutory governmental duties of the Board of Supervisors that are not provided for in Sections A or B.

## **II. Procedures**

A. This policy will be applied and overseen in the following manner:

1. Reimbursement requests shall be made in writing on forms provided by the Clerk of the Board and shall itemize the date, number of miles of travel expenses and purpose of the meeting. Mileage for use of a personal vehicle shall be reimbursed at the County's authorized car mileage reimbursement rate. Other reimbursements (e.g. tolls, parking, etc.) shall be for the amount of costs expended and shall be documented by receipts for actual amounts paid.
2. Lodging – The County will reimburse the employee for the cost of a single room. If a double room is required, the employee will be responsible for any difference in cost. If two Board members share a room, the double room rate is allowable. Lodging in conference reserved hotels and motels are permissible.
3. Per Diem – Per diem at conferences shall be paid in accordance with the most recent standards prescribed by the General Services Administration for federal employees. If meals are provided as a part of a conference registration cost, those meal costs are to be subtracted from the per diem provided.

4. The Clerk, or her/his designee, will review all travel reimbursement requests prior to reimbursement. No payment will be made for incomplete submissions or information.
5. When all allocated funds for Board reimbursements have been expended, there will be no further reimbursement for that fiscal year unless the Board appropriates additional funding.
6. This policy shall be distributed to each member of the Board upon taking office or upon any changes to the policy.

**Adopted: October 14, 2014**