

# **ADDENDUM**

## **1E-1 TRAVEL POLICY (REQUIRES OVERNIGHT STAY)**

Attendance by county employees at conferences and seminars shall be at the discretion of the county officials and department heads. The travel expense must be related to the duties and responsibilities of the county office incurring the expenses and there must be adequate funds budgeted to cover the expenses to be reimbursed.

Registration fees will be paid for by Hopkins County. Payment of registration fees must be submitted to the Court Administration Office along with completed registration and conference agenda.

Lodging for the host hotel will be paid for by issue of a county credit card or by reimbursement to the employee if paid personally.

Mileage will be paid to employee using a personal vehicle at the current IRS rate using the state mileage chart. Mileage will be paid from destination to destination.

Meals:

PER DIEM:

The standard rate allowed by Hopkins County for meals is \$45 per day except for travel days. Per Diem for travel days is \$30. No receipts are necessary.

COUNTY CREDIT CARD:

When using this form of travel the standard meal rate of \$45 per day for overnight meals and \$30 for travel days is allowed. No tips, alcoholic beverages or tobacco will be allowed to be charged. All receipts are required to be turned in. In the event the County credit card is used and a receipt has been misplaced or lost the Auditor may request a missing receipt affidavit be filed out by the employee.

Per Diem check requests for employees must be received by the Administration office no later than the Tuesday before the next scheduled Commissioners Court for approval. Check request and County credit card usage forms are available at the Administration office.

A department may elect to require ALL receipts for actual costs of all expenses in lieu of per-diem travel.

## **1E-2 DAY TRAVEL**

All day travel related to county business will be at the discretion of the county officials and department heads and will only be reimbursed by actual receipt amount. No per diem is allowed for day expenses. Day travel will be reimbursed per IRS fringe benefit guidelines. (Please see IRS fringe benefit page 30)