

Resolution 2017-68
Adopt Kootenai County Personnel Policy Manual Revision

WHEREAS, the Kootenai County Board of Commissioners adopted the Kootenai County Personnel Policy Manual dated November 29, 2016; and,

WHEREAS, the Kootenai County Board of Commissioners finds it necessary, from time to time, to make amendments to certain policies in the Kootenai County Personnel Policy Manual in order for Kootenai County to comply with changes in the law and/or governing regulations, and/or to implement necessary policies to ensure that Kootenai County maintains an established safe and cooperative working environment; establishes responsibilities and levels of performance expected of County employees; and, explains the benefits Kootenai County offers and provides to its employees; and,

WHEREAS, the Kootenai County Board of Commissioners deems it necessary to amend Policy 910-Travel Policy which has an effective date of August 2, 2016, under the current Kootenai County Policy Manual; and,

WHEREAS, the Kootenai County Human Resources Director and the Civil Prosecuting Attorney's office have made the appropriate revisions to Policy 910-Travel Policy as directed by the Kootenai County Board of Commissioners.

NOW, THEREFORE, the Kootenai County Board of Commissioners approves the revisions to Policy 910-Travel Policy as presented, and as such does hereby adopt such revisions and incorporates the same into the Kootenai County Personnel Policy Manual effective July 18, 2017.

Upon a motion to adopt the text of the foregoing Resolution made by Commissioner Fillios, seconded by Commissioner Bingham, the following vote was recorded:

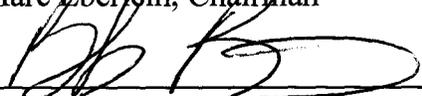
Commissioner Bingham:	Aye
Commissioner Fillios:	Aye
Chairman Eberlein:	Aye

Upon said roll call, the text of the foregoing was duly enacted as a Resolution of the Board of County Commissioners of Kootenai County, Idaho, on the 18th day of July, 2017.

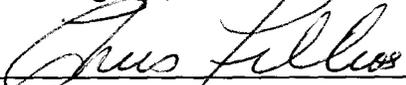
KOOTENAI COUNTY
BOARD OF COMMISSIONERS



Marc Eberlein, Chairman



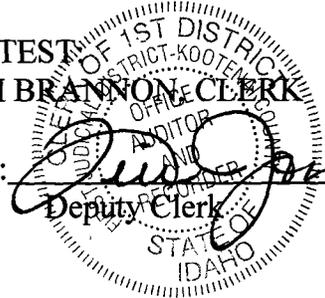
Bob Bingham, Commissioner



Chris Fillios, Commissioner

ATTEST
JIM BRANNON, CLERK

BY: 
Deputy Clerk



TRAVEL POLICY

I. PURPOSE

To provide agency guidelines for all personnel defined as employees of Kootenai County, except as provided by law, and shall be applicable to all official travel paid for by Kootenai County and all departments, agencies, officers, boards, commissioners, institutions and other County entities.

II. POLICY

Departments may adopt their own internal travel policies for additional administrative control or flexibility when deemed necessary or desirable. No department, however, may permit travel reimbursement exceeding that allowed by these County Travel Policies, nor shall they institute more liberal measures of travel control than those provided herein. The appropriate Elected Official or department director/manager shall make certain that all of their employees who travel for official purposes are aware of these policies.

All reimbursable travel of County employees must have been properly authorized; actually incurred; essential in achieving the goals or fulfilling the responsibility of a particular department; and, conducted in the most economical and practical manner for the County.

The primary responsibility for proper control and compliance with Kootenai County Travel Policies, and those adopted by County departments, is inherent in the administrative responsibility and authority of the appropriate Elected Official, Department Head or Supervisor of each department.

II. SCOPE

All Elected Officials, and all appointed and non-elected employees, including part-time, temporary and seasonal employees.

KOOTENAI COUNTY TRAVEL POLICIES

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KOOTENAI COUNTY TRAVEL POLICIES

1. TRAVEL AUTHORIZATION

Official travel of County employees must be authorized by the appropriate Elected Official or Department Head of the department or by the designated representative(s).

2. APPROVAL OF TRAVEL EXPENSE

Travel requests must be approved for payment by the appropriate Elected Official or Department Head or designated representative(s).

3. ALLOWABLE EXPENSES

Payment of travel expense by Kootenai County is limited to costs authorized in these County Travel Policies, unless the Board of County Commissioners provides an exception thereto.

Travelers with disabilities: With prior approval of the appropriate Elected Official or Department Head or designated representative, employees with disabilities are allowed payments of certain additional travel expenses to accommodate their disabilities such as, but not limited to, subsistence and transportation of an attendant when the employee requires assistance, cost of specialized transportation, increased cost of specialized services for public carriers or special baggage handling.

4. EXPENSES NOT ALLOWABLE

The following will not be paid by the County:

- A. Expenses of a personal nature incurred for the convenience of the traveler including travel by indirect routes or stop-over for personal reasons; or leaving earlier or returning later than necessary on a trip. Voluntary travel upgrades, including but not limited to, upgrading to first class on a flight, or returning a rental car without gas, must be paid for by the employee.

1. Notwithstanding the restrictions contained in 4.A. above, an agency may reimburse an employee for travel expenses incurred during official travel which includes a personal stopover to the extent the employee sufficiently documents that the cost of the entire trip (including transportation, lodging, per diem, miscellaneous expenses and compensatory time) is no more than the costs would have been without the personal stopover. Supporting schedules must be attached to the employee's travel expense voucher.
 2. Extraordinary expenses due to unusual circumstances when deemed appropriate and necessary, may be approved by the appropriate Elected Official or Department Head. Supporting documentation shall be attached to the travel request/claim. Extraordinary expenses do not include rental car upgrades, or refueling charges at rental car return.
- B. Expenses for travel between home and office or for other non-official purposes.
- C. Expenses incurred by an employee while on leave.
- (D) Up-charges for improved seating on an airline.

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5. MODE AND ROUTE OF TRAVEL

Employees shall use the most practical mode of travel from the standpoint of time and expense. When unusual circumstances preclude adhering to this procedure, the appropriate Elected Official or Department Head may allow an exception. Supporting documentation shall be attached to the travel request/claim.

6. TRAVEL BY PUBLIC TRANSPORTATION

Travel by common carrier shall be limited to the lowest cost means of travel unless it is impractical or not available. When for personal reasons a traveler is authorized by the appropriate Elected Official or Department Head to use a private conveyance in lieu of common carrier, reimbursement will be limited to an amount for travel, meals, lodging and miscellaneous expenses equal to the amount which would have been incurred had the travel been by common carrier. Authorized travel time shall be limited to that which would have been allowed had the employee traveled by common carrier. Unless the appropriate Elected Official or Department Head specifically authorized a leave of absence, excess travel time incurred by the authorized use of a private conveyance for personal reasons during working hours shall be charged to the traveler's accrued leave.

All original receipts for travel by common carrier paid by the County or an employee must be attached to the travel request/claim. This includes the boarding fees at airports which are considered part of the airline ticket expense.

An explanation must be attached to the travel request/claim when an employee is authorized to use a private conveyance in preference to the common carrier and is claiming an amount equivalent to the common carrier fare. The explanation must include destination, actual departure and return dates and hours which would have been incurred by the use of the common carrier.

7. USE OF PRIVATELY-OWNED AUTOMOBILE, AIRCRAFT, OR OTHER CONVEYANCE.

The use of privately-owned automobiles, aircraft, or other conveyances may be authorized whenever it is more practical or beneficial to the County's mission than transportation by common carrier or County vehicles. Privately-owned conveyances shall be covered by public liability and property damage insurance, pursuant to Idaho Code.

The cost of transportation by private conveyance shall be paid at the rate set by the Board of County Commissioners, pursuant to Appendix A, up to the maximum allowed by law.

If an agency-owned vehicle is available to the traveler, but for personal convenience a privately-owned conveyance is used, the reimbursement shall be limited to one-half the applicable rate, unless otherwise determined by the appropriate Elected Official or Department Head.

Allowable in-state mileage shall be computed according to the latest official state highway map or mileage charts. Allowable out-of-state mileage shall be computed according to ~~the latest Rand-McNally Google Maps Atlas~~. Odometer readings are permissible only when mileage computations cannot be made from such maps or charts.

Travel for official purposes in and about a city, including travel within an employee's official station, as defined in 10., when not constituting a trip between two communities may be consolidated on a daily basis and reported as "vicinity travel".

Automobile storage or parking fees will be an allowable expense when necessary to protect state or private property, or for other reasons advantageous to the County.

Receipts for storage or long term parking fees must be attached to the travel request/claim for reimbursement.

8. VEHICLE RENTALS

Automobile rental may be authorized by the appropriate Elected Official or Department Head when the use of such conveyance is the most economical and practical means of transportation, necessary to accomplish the County's mission.

The most economical and practical rental equipment available will be used. Receipts for vehicle rental paid by the traveler or with County Purchase Card must be attached to the travel request/claim for reimbursement. Additional insurance is not necessary as employee rental is covered by County insurance. Travelers must re-fuel the vehicle before returning.

9. LODGING EXPENSES

The preferred method of payment for lodging is with a County issued Purchase Card, but lodging costs may be direct-billed to the department with prior approval of the appropriate Elected Official or Department Head. Lodging costs within an employee's official station (defined in 11.) are not allowable.

Original receipts for all lodging must be attached to the travel request/claim upon return of the employee's trip for reimbursement. Any exception to this procedure must have supporting documentation attached to the travel request/claim.

At the time of making reservations or registering, employees shall identify themselves as County employees and whenever possible, secure the accommodations at the government or lowest possible rate. Inquire about tax exempt status and what documentation they may need.

10. MEAL EXPENSES NOT ALLOWABLE

Expenses for meals or lodging of employees at their official station shall not be allowed except as provided below.

"Official station" is defined as the work area or office assigned to the employee or in certain circumstances the appropriate Elected Official or Department Head may further define the "official station" of employees with unique work assignments or responsibilities.

An exception may be made when the appropriate Elected Official or Department Head determines that due to unusual circumstances it is in the best interest of the County that the employee not return home each night, or these expenses are prepaid as part of a registration for a conference, or when the employee's job description requires that employee to be on call for emergencies during meal time.

1. Any potential determination as to what comprises a "conference" or "convention" at the official station must meet certain criteria before any consideration of meals reimbursement will be made. Such criteria may include one or more of the following:
 - The function has participants from various locations;
 - A registration fee is charged;
 - It has a published agenda;
 - Meal cost is included in the registration fee;
 - Attendance is compulsory or voluntary as determined by the appropriate Elected Official or Department Head.
 - P-Cards must be used in accordance with the P-Card policy. Gratuities above 20% are ~~highly discouraged~~ prohibited.

Meal expense shall not be reimbursed when a clear distinction cannot be made by any agency's documentation supporting what constitutes an official "conference" and/or "convention" using the criteria cited in 10.1 herein.

2. Reimbursement for meals at the home station is not allowable for informal meetings (i.e. over a casual breakfast, lunch or dinner) between staff members of an agency or other agencies; other state and federal employees; state employees and legislators, etc. However, with the Board of County Commissioners approval, or if authorized by the Elected Official, home station meals may be reimbursed.

The County Auditor's Office will interpret all meetings to be informal unless documented proof is submitted with the travel request/claim showing otherwise. All meals qualifying for reimbursement will be paid only to the extent authorized by Idaho Code 67-2008. Provide a detailed meal receipt for reimbursement.

3. Reimbursement will not be made to an employee for expense of meals or lodging provided by relatives or other parties unless the relative or other party is in the business of providing such services and advertises such to the general public.

11. MEAL EXPENSES ALLOWABLE

A. PER DIEM

Per diem shall be paid to the traveler in accordance with the amounts set by the Federal Rate (GSA website: www.gsa.gov/mie) or by the Board of County Commissioners, up to the maximum allowed by law, for all official travel which mandates an overnight stay. Per diem is defined as the reimbursement for: meals, meal gratuities, and fees and tips given to porters, baggage

carriers, bellhops, and hotel maids. For each travel request, you may use your P-Card or request per diem for meal purchases, but not both. If using P-Card, original receipts are required.

Complimentary meals, such as continental breakfast provided by a hotel and meals provided by common carriers will not be deducted from the per diem allowance to be paid.

B. PARTIAL DAY REIMBURSEMENT

Where employees are absent from their official station for less than twenty-four (24) hours, a partial day reimbursement for meals, including gratuity, shall be paid to the traveler at the maximum rate set by the Federal Rate (GSA website) or by the Board of County Commissioners. Each department may adopt an internal policy regarding partial day per diem reimbursement whenever travel does not involve an overnight stay.

For travel involving an overnight stay a partial day reimbursement for per diem shall be paid to the traveler at the maximum rate set by the Federal Rate (GSA website) or by the Board of County Commissioners within the following limitations: 75% of daily rate paid to employee for travel on first and last day of trip.

A. ~~Breakfast: If the actual departure time is 7:00 a.m. or before, or if the return time is 8:00 a.m. or after.~~

B. ~~Lunch: If the actual departure time is 11:00 a.m. or before, or if the return time is 2:00 p.m. or after.~~

C. ~~Dinner: If the actual departure time is 5:00 p.m. or before, or if the return time is 7:00 p.m. or after.~~

If meals are furnished as part of a conference registration fee, the employee shall be reimbursed for meals not provided at the partial day meal reimbursement rate set by the Federal Rate (GSA website)

The destination, time and date of departure and return to official station must be shown on the travel request/claim for each trip.

C. REFRESHMENTS AND MEALS FOR OFFICIAL MEETINGS

The Board of County Commissioners recognizes the importance of sponsoring meetings and training sessions. Further, the Board understands that to facilitate the needs of the attendees and to ensure the best utilization of attendee time, refreshments and/or meals may be provided to those attending department-sponsored meetings and/or training sessions under the following criteria:

1. REFRESHMENTS:

- a. The meeting or training session has a published agenda and attendance is mandatory.
- b. The meeting or training session has an intended duration of three (3) hours or more;
- c. There are five (5) or more attendees; and

d. The total per attendee cost of the refreshments, per refreshment break, will not exceed the allowable partial day per diem amount established for breakfasts, at the maximum rate set by the Federal Rate (GSA website).

2. MEALS:

- a. The meeting or training session has a published agenda and attendance is mandatory;
- b. Location or scheduling conflicts do not lend themselves to a meal recess;
- c. The meeting's business is furthered by speeches, presentations or interpersonal exchange that would not normally occur on a daily basis;
- d. The meeting or training session has an intended duration of six (6) hours or more;
- e. There are five (5) or more attendees; and
- f. The per attendee cost of the meal does not exceed the allowable partial day per diem reimbursement as set by the Federal Rate (GSA website).

Regularly scheduled staff meetings or department-sponsored social gatherings shall not qualify for meal or refreshment provisions unless such meetings occur no more than quarterly and attendees are brought together from various locations throughout the County. Further, an attendee shall not be eligible for meal reimbursement due to travel status if such meal is provided while attending a meeting or training session.

12. MISCELLANEOUS EXPENSES

With supporting documentation, expenses for certain miscellaneous items are reimbursable if incurred by a County employee in the official conduct of County business. Necessary miscellaneous expenses, for which receipts may not be available, may be reimbursed upon certification by the employee.

The appropriate Elected Official or department director/manager shall establish procedures regarding documentation by receipts for the following items:

- A. Taxi or bus fares to and from depots, airports, hotels, and other ground transportation costs necessary to conduct official County business while in authorized travel status.

B. Registration fees which are required as admittance or attendance fees for official participation in conferences, conventions, or other meetings should be paid by Purchase Card or with a County issued check.

C. Expenses not specifically described in these policies as an allowable expense, but which nevertheless, are necessary in the performance of official County business.

13. COMPENSATORY TIME FOR TRAVEL

Compensatory time for travel will be granted in accordance with Fair Labor Standards Act Regulations 29 C.F.R. Section 785.38, 785.39, 785.40, 785.41, to all employees except those listed as "non-covered" under the FLSA, including Elected Officials, personal staff members selected or appointed by elected public officials, policy-making appointees of Elected Officials, legal advisors, legislative employees, bona fide volunteers, independent contractors, prisoners, and "trainees".

14. LEAVE DURING TRAVEL STATUS

A traveler who has been granted leave, either compensable or non-compensable, while in travel status shall report in his claim for reimbursement the exact date and time of departure from duty and return.

15. INTERNAL AUDITING OF TRAVEL REQUESTS AND CLAIMS

Each department shall provide a procedure for auditing of all claims for travel expenses for compliance with the standards established by these County policies.

It is the responsibility of individual departments to audit all travel expense request/claims thoroughly to ensure their completeness, correctness and fiscal integrity. All claims shall be presented in a legible manner. Audit procedures should include verification of the following items:

- A. Travel duration does not exceed the trip requirements.
- B. Expenses are not claimed by employees in leave status.
- C. Vicinity travel is reasonable considering work assignments.
- D. Trip mileage corresponds to official state highway maps and mileage charts.
- E. Beginning and ending hours and dates are shown for each trip.
- F. The travel was properly authorized and the purpose of the travel is shown.
- G. All entries are mathematically correct, unallowable expenses are deducted,
- H. All necessary receipts and explanations are securely attached to the travel requests/claim or mileage expense forms.

Each department will keep a complete record of all employee travel by maintaining a copy of the travel expense form and all applicable and supporting documentation accompanying the claim.

Records as noted above will be maintained by the department pursuant to Idaho Code.

16. THIRD PARTY REIMBURSEMENTS, REBATES, PROMOTIONS

When a third party is expected to reimburse the County for the trip, that information along with the name and billing address of the third party must be included on the travel request. The reimbursement must be made to the agency paying the original travel or endorsed in the agency's favor.

Travel awards and benefits such as frequent flyer miles awarded as a result of County travel will become the property of the traveler and will not be claimed by the County.

17. TRAVEL CLAIMS FORMS

The County Auditor shall provide each department the proper and necessary forms for the processing of travel claims. The County Auditor may issue additional instructions for the submission of travel requests and claims. Travel procedures and forms are located on KC Place; under Department Info & Forms, Auditor Forms and Reports. Reservation confirmations are not sufficient documentation for reimbursement. Any travel claim with insufficient documentation will not be reimbursed.

Travel Claim Form

FEDERAL RATE

Visit the website for further explanation of the "Federal Rate" as it is applied here.
www.gsa.gov/perdiem

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Approved September 9, 2003, Effective October 1, 2003
Resolution 2004-30, approved April 27, 2004
Resolution 2011-149, approved December 27, 2011
Resolution 2016-66, approved August 2, 2016
Resolution 2017-XX, approved XDATE

RELATED POLICIES

Policy No. 410 – Standards of Conduct
Policy No. 920 – Use of County Vehicles
Policy No. 430 – Employee Performance and Discipline