

# BOARD OF COUNTY COMMISSIONERS



## TRAVEL POLICY

Adopted in Lawful Assembly of the  
Camden County Board of County Commissioners  
and spread upon the official minutes of the  
this 1st day of May 2018.

By: James H. Starline James H. Starline, Chairman

Attest: Kathryn A. Bishop Kathryn A. Bishop, County Clerk

***Travel Policy***  
***of the***  
***Camden County Board of Commissioners***

**I. Purpose**

The intent of this policy is to make uniform provisions for the necessary expenses of County employees or officials who are required to travel in the performance of their duties and in the interest of the County. Travel expenses must have a public purpose and serve the interest of the citizens.

**II. General**

Camden County recognizes that employees and officials are required to travel within and outside the State of Georgia for the purpose of representing the County at meetings and professional associations, as well as for training to enhance their skills regarding the performance of their various positions within the County Government. However, travel is contingent upon the availability of funds in the departmental budget.

It is inherently understood in this policy that an individual traveling on official County business is expected to exercise the same care in incurring the expenses that a prudent person would exercise if traveling on personal business and expending personal funds. At no time while the employee is representing the County, will the County pay for alcohol. Excess costs, delays, or luxury accommodations and services unnecessary, unjustified, and solely for the convenience or personal preference of the traveler in the performance of official County business, are not permissible.

**III. Transportation**

**A. County Vehicles – General**

1. County vehicles may not be operated by anyone other than a County employee.
2. An operator of any County vehicle must possess a current, valid driver's license that meets the classification for the vehicle being driven. It is further required that the operator report any occurrence affecting his or her driving record or the validity of his or her license to the department head prior to scheduling a vehicle.

3. County vehicles must be used when available for daily operations in lieu of personal automobiles. See Section III(B) –rental vehicles.
4. Non-employees are not permitted as passengers without written permission from County Administrator. The one exception is when an employee of another entity or firm is officially working on a project with Camden County where the project would benefit. Also see Section III(C) below. The employee will be held personally liable for any injury or other incident sustained by unauthorized passenger.
5. The County Administration Office has a vehicle that may be used by advance request. Prior to reserving a County vehicle, an approved travel request form must be turned into Finance. Commissioners' travel plans will take priority for use of administrative vehicles.
6. Departments must use departmental vehicles as available and appropriate for daily driving.
7. Expenses for gas and oil should be paid for by the Bank of America Visa and receipts turned in according to the Purchasing Card Policy. If receipts are not available, such as for tolls or parking, a detailed explanation on department letterhead, signed by the department head must be submitted. If receipts are not submitted, the County reserves the right to be reimbursed by the employee.
8. Mileage for use of a personal vehicle will be paid/reimbursed at 30% of the current Federal (IRS) rate for a round trip from the Camden County Courthouse to the official business site, when a County vehicle is not available. Mileage will be compared to a computer website, such as "Map Quest," for the least number of miles. "In and around mileage" while doing business at the travel location must be explained on the travel form. Such incidental mileage may be reimbursed. No reimbursement shall be made for use of a personal vehicle in commuting from an individual's home to his/her office.
9. Individuals on travel from the same department or to a related function should travel in one (1) vehicle. If it is not possible to share a vehicle, an explanation must be provided on the Travel Form.

## **B. Car Rental**

1. Individuals traveling on official County business must rent a vehicle if travel is more than 1 day. The County has contracted with a specified car rental vendor (Enterprise Car Rental). Reservations should be made by contacting the car rental vendor below:

Enterprise Car Rental  
6550 Highway 40 East  
Saint Marys, GA 31558  
Phone: (912) 729-1883  
Discount Code: GA-ACCG CCPAY

[Enterprise Rental Car Business Reservation](#) (Website Hyperlink)

Car Rentals outside the contracted rental vendor is prohibited.

2. Individuals are responsible for contacting the car rental vendor and securing the lowest cost contract rental available at time of booking.
3. All reservations should be made in advance, but no later than 24 hours prior to the day of departure. The reservation must be placed in the name of the Camden County Board of Commissioners. The vendor will pick up within a 10 mile radius. Therefore, the individual traveler is responsible for making suitable arrangements to be dropped off or picked up by the vendor at a County parking lot such as the Sheriff's Substation.
4. Approved car rental sizes: Compact or Intermediate for 1 or 2 people, Standard or Full Size for 2 or more. Individuals must decline optional fuel options offered by the car rental vendor.
5. Employees traveling in rented motor vehicles are covered by the County's insurance policy; therefore all insurance options offered by the vendor should be declined. The County liability policy is only in effect while the employee is using the rented vehicle for official County business. For this reason, personal use of the rented vehicle is prohibited. If the employee decides to travel with family members to an event on official business, they must purchase full coverage insurance (personally) for the rental vehicle.
6. In the event of an accident while driving a rental vehicle, contact the Director of Risk Management at **1-912-576-7058**, as well as the appropriate car rental vendor, for claims handling.

### **C. Assigned Vehicles**

1. Certain individuals are authorized assigned vehicles on a 24 hour basis for official government use, including transportation to and from their place of residence.

2. Personal use of assigned vehicles is not authorized, except that incidental use such as stopping at a store, cleaners, or other similar activity en route to or from work or other place of official business is permitted.
3. All provisions of Paragraphs III(A)(B)(C)(D) shall apply to the use of 24 hour assigned vehicles.

#### **D. Responsibilities and Liabilities**

1. The driver of a County vehicle will be responsible for payment of the County's insurance deductible if an accident is determined to be their fault. The liability for the entire loss may be placed on the employee if there is a finding of severe negligence or inappropriate behavior.
2. Damage to a County vehicle while the employee is operating under the influence of illegal drugs, alcohol, or other substance will be the full responsibility of the employee. Other provisions of the County Personnel Policy will also apply.
3. Any driver of any County vehicle who is involved in an accident, must be screened for drugs and other illegal substances within 12 hours. Failure to be screened will result in disciplinary actions under the County Personnel Policy and possible loss of use of a County vehicle.
4. Giving false or inaccurate information is punishable by OCGA 16-10-20.

#### **E. Air Travel**

Air travel will be considered on trips further than 300 miles from the Camden County Courthouse.

### **IV. Lodging**

- A. Government rates must be requested on all official travel. If the Government Rate is not the lowest rate, the lowest rate must be taken. The employee is responsible for obtaining and presenting tax-exempt forms to the hotel or motel at check-in. Georgia Hotel/Motel Tax and Georgia Sales Tax are not reimbursable. Forms can be obtained from department administrative designee, Accounts Payable or from Purchasing.
- B. Expenses will be paid for the actual cost of the lodging. The County Purchasing Card should be used to reserve the lodging as well as presented to the hotel staff to pay for incurred charges noted in this policy. Detailed receipts must be submitted upon return.

- C. Lodging receipts must be presented to the department administrative personnel upon return from travel. If receipts are not submitted, the County reserves the right to be reimbursed by the employee.
- D. Lodging is not provided if the County business is less than 75 miles from the Camden County Courthouse.
- E. Lodging reservations should be made well in advance in order to obtain the most economical rates.

## V. Meals

- A. The cost of meals will be paid/reimbursed based on the per diem rates established in this Travel Policy, provided the meals are listed on the Travel Form and a detailed receipt of what was consumed is attached. If meals are provided at the function being attended, the employee must take advantage of the meal(s). If the employee chooses to get a meal elsewhere when a meal is provided, the employee must use personal funds for the purchase. If the employee uses the County Purchasing card for an unauthorized meal purchase, the County reserves the right to be reimbursed by the employee.
- B. The County Purchasing Card should be used to pay for all meals while traveling on official County business. The **detailed receipt** must be turned in upon return along with the charge slip.
- C. Per Diem Allowance: Individuals are entitled to breakfast per diem if departure is prior to 6:30 a.m., lunch per diem if departure is prior to 11:00 a.m. and dinner per diem if return is later than 7:00 p.m. Rates for meals are listed below and suggested tips are noted to the side:

### In State Rates:

Breakfast: \$6.00 + \$2.00 tip  
 Lunch: \$8.00 + \$2.00 tip  
 Dinner: \$15.00 + \$3.00 tip

### In State High Rate:

Breakfast: \$7.00 + \$2.00 tip  
 Lunch: \$10.00 + \$2.00 tip  
 Dinner: \$20.00 + \$3.00 tip

- D. In-state travel per diem rates includes the cost of meals, taxes and tips on meals. Incidentals are not included. Per Diem for travel in the Savannah or Atlanta areas may be reimbursed at the higher per diem rate.

- E. Out-of-state travel per diem rates include the cost of meals, taxes and tips on meals follows the appropriate GSA per diem rates for a given geographical area as noted on the GSA website. Incidentals are not included.
- F. When not dining at a restaurant, tips **must not** be figured in daily per diem allowance.
- G. Costs incurred over the per diem rates allowance will not be reimbursed.
- H. Guests, including, but not limited to, representatives, dignitaries and their official party may be entertained, when approved by County Administrator, as necessary for official County business.
- I. All detailed receipts must be turned in to the department administrative personnel immediately upon returning. If receipts are not submitted, the County reserves the right to be reimbursed by the employee.

## **VI. Registration Fees**

Registration fees must be paid in advance when there is a discount for early registration. Fees charged for registration at any convention, seminar, school or association meeting are to be charged to the Bank of America Visa unless credit cards are not accepted.

## **VII. Telephone Charges**

Telephone charges are approved for official County business calls only. Telephone charges must be itemized on lodging receipts and are subject to verification of the official nature. Any County employee who is assigned a County cell phone should use that in place of the hotel phone or pay phone.

## **VIII. Travel with Others**

When two or more employees are traveling to the same destination, maximum use shall be made of special group travel discounts and joint use of the transportation including taxi cabs, County-owned, or privately owned vehicles.

## **IX. Travel Approval and Authorization**

All employees who are required to travel due to training, education, or official County business, must receive approval from their immediate supervisor or higher administrative authority. Before any travel reservation, car rentals or registrations are initiated, a Training Request Form (attached) must be completed and approved.

## **X. Procedures for Travel Form/Reimbursement Request**

- A. Each department head shall be responsible for ensuring that the claims for travel are reasonable, accurate, and for County business only. Any expenses found to be in violation will be subject to disciplinary action as allowed by the Personnel Policy.
- B. If travel claims exceed established limits, a written explanation must be written on the Travel Form/Check Request Form.
- C. All original, detailed receipts, ticket stubs and vendor documentation to support the charges must be attached to the travel form after employee returns. Each receipt should be initialed and coded to ensure accurate budget distribution. If receipts are not submitted, the County reserves the right to be reimbursed by the employee.
- D. Travel Form request must be signed by Department Head as well as the employee before reimbursement is issued. Under no circumstances should an individual approve his/her own travel form
- E. In the event of cancellation, the individual is responsible to ensure cancellation of his or her own lodging and refund of registration fees, and for any cost for failure to do so.
- F. Any violation of these procedures may be sufficient to prevent an individual from any future travel.

# CAMDEN COUNTY

## TRAVEL AND TRAINING REQUEST FORM

<b>Employee Name</b>		
<b>First:</b>	<b>MI:</b>	<b>Last:</b>
<b>Date of Request:</b>	<b>Employee Number:</b>	<b>Department:</b>
<b>Office Phone:</b>	<b>Office Fax:</b>	<b>Email Address:</b>
<b>Course/Class:</b>		
<b>Purpose of Travel: (Please attach any supporting documents including schedule, brochure, receipts, etc):</b>		
<b>Desired competency skills to be acquired through this training (i.e. Customer Service, Telephone Skills, Management Training, Time Management, Communication, etc):</b>		
<b>Course/Class Date(s):</b>		<b>Time:</b>
<b>Location:</b>	<b>No. of Days:</b>	<b>Estimated Mileage:</b>
<b>Is this training budgeted?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Will you be using a P-Card?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Will you be taking a County Commissioner's vehicle?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Will you be renting vehicle?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Managing Director's Approval:</b>		<b>Date:</b>
<b>Additional Comments:</b>		

# CAMDEN COUNTY TRAVEL FORM

NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

PROPOSED ITINERARY: Departure Date/Time: \_\_\_\_\_ Return Date/Time: \_\_\_\_\_

ACTUAL ITINERARY: Departure Date/Time: \_\_\_\_\_ Return Date/Time: \_\_\_\_\_

NATURE OF BUSINESS: (In Detail)

\_\_\_\_\_  
 (Note: Attach course schedule, registration information, etc.)

TRAVEL DESTINATION: \_\_\_\_\_

Within 300 mile and airfare requested? Yes \_\_\_ No \_\_\_ If Yes, attach explanation.

CALCULATION:	ESTIMATED (Department)	ACTUAL (Employee)	AUDIT (Finance)
A. Plane Fare.....	_____	_____	_____
B. Private Auto (_____/mi).....	_____	_____	_____
C. Fuel for County Vehicle..... (Attach detailed receipts)	_____	_____	_____
D. Lodging (Detailed Receipts).....	_____	_____	_____
E. Meals and Incidentals ____ day(s).... (DETAILED RECEIPTS ATTACHED) Per diem includes total meal cost (including tip) and other incidentals	_____	_____	_____
F. Taxi/Parking/Rental Vehicle..... (Attach receipts/confirmation)	_____	_____	_____
G. Miscellaneous ..... (Registration, books, training products)	_____	_____	_____
<b>TOTAL EXPENSES:</b>	_____	_____	_____
<b>ADVANCED TRAVEL PAY:</b>	_____	_____	_____
<b>TOTAL DUE (COUNTY)/EMPLOYEE</b>	_____		

\_\_\_\_\_  
 EMPLOYEE SIGNATURE \_\_\_\_\_ DATE

\_\_\_\_\_  
 APPROVAL SIGNATURE \_\_\_\_\_ DATE

The above expenses were incurred when and as indicated above, in compliance with the travel policies. This form must be returned to Finance upon completion of travel, with required signatures, copies of course schedules, maps and DETAILED RECEIPTS.

LAST 4 DIGITS OF CARD NUMBER \_\_\_\_\_

ACCOUNT(S) TO BE EXPENSED \_\_\_\_\_