

TRAVEL POLICY

MADISON COUNTY BOARD OF SUPERVISORS

WHEREAS, Madison County's employees and elected officials are, from time to time, required to travel on county business; therefore, the Madison County Board of Supervisors does hereby adopt the following as its official travel policy:

1. With the following expectations, all out-of-county travel for which the county will pay any of the cost must be approved in advance by the pertinent department head or elected official, and by the county administrator: (A) Sheriff Department and Jail employees only require the approval of the Sheriff or his designee; (B) Members of the Board of Supervisors require advance approval by a majority vote of the Board of Supervisors; and (C) Contracted professionals such as engineers and attorneys require either advance approval by a majority vote of the Board of Supervisors, including a statement in the minutes as to how said travel will benefit the county, or detailed language in their board-approved contract authorizing reimbursement for certain travel. Payment of travel costs for contracted professional shall be on a reimbursement basis only.
2. Upon proper approval as enumerated in Item One above, it is the traveler's responsibility to request in advance that the purchase clerk secure hotel reservations for said travel. It is also the traveler's responsibility to secure as far in advance as practical a county check from the comptroller's office to pay for said lodging, or, with the permission of the purchase clerk, to charge the lodging to the county's credit card.
3. It shall be the county administrator's decision whether it is in the county's best financial interest for a traveler to drive or fly to a required destination. For example, it would not be prudent to pay a traveler mileage to drive to a conference in Miami, Florida, when a round-trip airline ticket would be much less expensive.
4. It is in the county administrator's decision whether it is in the county's best financial interest for a traveler to rent a car or to use local public transportation (example: taxi, public bus, or subway) after flying to a required destination.
5. Upon return, actual mileage will be reimbursed at the then-current approved rate for travel. Per state law, travelers may not be reimbursed for mileage to travel to restaurants and tourist attractions away from their hotel.
6. Meals and reasonable tips incurred during overnight travel will be reimbursed in accordance with the State Department of Finance and Administration's daily limit on expenditure for meals. Meals without an overnight stay are never reimbursable. Consistent with state travel policy, receipts are not required to be submitted with reimbursement requests.

7. Each traveler must request their own reimbursements. One individual cannot be reimbursed for expenses paid for another county traveler.
8. All travelers must provide detailed receipts for hotel, parking, etc., even if the payment method is prepaid by county check or county credit card. These receipts are required for audit purposes. Any item for which a proper receipt is not provided shall not be reimbursed by the county. Any charges to county credit cards for which an itemized receipt is not provided will be charged back to the traveler. There are NO EXCEPTIONS to this policy.
9. County-paid travel by members of the board of supervisors requires prior approval by the board of supervisors.
10. Items 2, 3, and 4 above do not apply to employees of the Sheriff's Department and Jail. Approval of all Sheriff's Department and Jail employee travel is granted by the Sheriff or his designee.
11. This policy cannot and does not apply to travel by fee-paid officials (Chancery Clerk and Circuit Clerk) that is paid for out of their fee accounts.
12. This policy does not apply to the Tax Assessor, Tax Collector, Circuit Clerk and the Chancery Clerk or their employees, if said official elects to not use the county charge card(s) in connection therewith.

Adopted on this the __th day of _____, 20__ by majority vote of the Madison County Board of Supervisors.

Board President

ATTEST:

Chancery Clerk