

MADISON COUNTY AMENDMENT TO THE TRAVEL POLICY FOR PERSONAL VEHICLES
Proposed May 3, 2021

To clarify the reimbursable use of personal vehicles for business travel in accordance with law, the Madison County Employee Handbook will be changed as follows:

6. For any traveler using their personal vehicle, reimbursement will occur upon return at the then-current approved rate for travel under the following conditions.
 - Per state law, travelers may be reimbursed only for mileage the employee is required to travel in the performance of their duties. The county does not reimburse mileage for optional travel.
 - When two or more employees travel in one personal vehicle, only one reimbursement at the approved reimbursement rate will be authorized.
 - Reimbursement for the use of a personal vehicle for official county business will be based on actual miles traveled with a per trip cap of the number of miles between the traveler's regular post of duty and the destination.
 - Mileage between the employee's home and regular work location is not reimbursable.