



TRAVEL POLICY

5.01

Effective Date: 07/18

Purpose: This policy establishes the rules that govern agency travel and reimbursement of travel related employee expenses.

Failure to Comply: This policy applies to all employees, Board of Health members, interns, and community partners that request reimbursement from Barren River District Health Department (BRDHD) for travel and travel related expenses incurred while performing work related functions.

Policy: Disbursements for employee travel shall be made in accordance with the following:

- 1) The Public Health Director or designee shall be responsible for insuring travel expenses are economical and conforms to this policy and regulations as defined by the Kentucky Finance and Administration Cabinet. Claims may be disallowed or require additional written justification.
- 2) All reimbursement requests exceeding \$500.00 require the approval of the Public Health Director or designee.
- 3) The department will not provide employees with cash to pay for travel expenses.
- 4) Reimbursement shall not be claimed for expenses of a person other than an employee, Board of Health member or other person in the official service of the local health department.
- 5) Mandatory direct deposit is required for payment of all travel expense claims.
- 6) The agency requires four persons per vehicle when groups of employees travel to the same function from the same county. Employees from different counties/workstations are encouraged and should make every effort to share vehicles when attending the same functions.
- 7) Employees shall use the most economical, standard transportation available and the most direct and usually traveled routes. Expenses added by use of other transportation or routes shall be the responsibility of the employee.
- 8) Health department owned vehicles and gasoline credit cards shall be used for business travel when available. The Public Health Director reserves the right to deny personal vehicle claimed mileage expense if a department owned vehicle was available for use.
- 9) Telephone, fax, and internet costs for necessary official business shall be allowed while in travel status.

- 10) Other necessary miscellaneous expenses associated with official travel may be allowed by the Public Health Director or designee with receipts and justification.
- 11) Mileage reimbursement for official use of privately owned vehicles shall be at the rate determined quarterly by the Kentucky Department for Finance and Administration.
- 12) For out-of-state travel use of privately owned vehicles shall not exceed airplane coach fare and ground transportation.

Official workstation of an employee shall be:

- 1) The street address of the health department facility;
- 2) If the employee works from more than one facility on a regular basis, the workstation shall be the facility in which the employee works the most hours;
- 3) Established not for an employee's purposes, but in the best interest of the health department; and
- 4) Designated for a valid purpose.

Travel expense must be authorized in advance as follows:

- 1) All travel outside district boundaries requires completion of the P-16 Payroll Reimbursement Direct Deposit Form with approval of the supervisor and Public Health Director or designee. Claims cannot be paid without the approved form.
- 2) Budgeted out-of-state travel funds shall be available in the amounts required for the travel; and
- 3) Attendance by employees, Board of Health members, or other persons in the official service of the health department at the same out-of-state meeting shall be limited to two persons, unless:
 - a) The meeting is within the local commuting area where an overnight stay is not required; or
 - b) Prior approval for additional attendees has been obtained from the Department for Public Health.

Official Travel Status

- 1) Employees on official travel status may be granted annual leave during which time and travel expenses shall not be reimbursed. If leave interrupts official travel, the electronic time and travel shall show dates of leave.
- 2) An employee on official travel status may stay in travel status if they become incapacitated due to illness or injury that qualifies as official sick leave. Medical expenses shall not be allowable travel costs.
- 3) An employee on official travel status whose private or agency automobile breaks down may continue in travel status if approval is obtained from the Public Health Director or designee.
- 4) On nonworking days, an employee on official travel status shall forfeit the status if the employee returns to his official work station or home.

Modes of Transportation

- 1) Buses and subways. For city travel, employees are encouraged to use buses and subways. Taxi fare shall be allowed if more economical transportation is not feasible.
- 2) Airline travel. Commercial airline travel shall be the lowest negotiated coach or tourist class. Additional expense for first-class travel shall not be reimbursed.

- 3) Special transportation:
 - a) The cost of hiring cars or other special conveyances in lieu of ordinary transportation shall be allowed if written justification from the employee is submitted and approved by the Public Health Director or designee.
 - b) Privately owned aircraft may be used if it is determined to be to the advantage of the agency, measured both by travel costs and travel time.
- 4) Reasonable expenses are allowed for baggage handling, delivery to or from a common carrier or lodging. Charges for overweight or extra baggage may be allowed if reasonable.
- 5) Parking, bridge, and toll charges are reimbursable with receipts.

Mileage Determination

- 1) Mileage traveled between home and work station shall not be paid.
- 2) Mileage shall be based on shortest distance according to Google maps.
- 3) If an employee's point of origin for travel is the employee's residence, mileage shall be paid for the shorter of mileage between:
 - a) Residence and travel destination; or
 - b) Work station and travel destination.
- 4) If an employee's point of origin for travel is the employee's work station, and after proceeding to a travel destination, the employee's final destination is the employee's residence, mileage shall be paid for the shorter of mileage between:
 - a) Residence and travel destination; or
 - b) Work station and travel destination.
 - c) If the shortest distance is from the claimant's work station, then the point of origin is the claimant's official work station, mileage and time shall be paid between the work station and travel destination.

Accommodations

- 1) To qualify for lodging, employees will:
 - a) Be approved to travel to a location outside the district, AND
 - b) The point-to-point (one way) mileage must be over 70 miles and the conference/training duration is a minimum of one and one-half consecutive days; OR
 - c) Approval for lodging may be granted for single or multiple (consecutive) conference days when point-to-point mileage is greater than 100 miles and the conference training lasts a minimum of five hours.

NOTE: When carpooling, mileage and lodging eligibility is determined by the employee traveling the farthest distance.
- 2) Facilities providing government or conference rates shall be used where feasible.
- 3) Lodging is prearranged by the district receptionist and the employee is notified of payment arrangements and any cost to the employee.
- 4) If a problem occurs and the employee pays for the lodging, tax exempt numbers shall not be used by individual employees. Sales tax payments shall be reimbursed as a part of the submitted receipt for lodging.

- 5) Reimbursements are not allowed when rooms and/or meals are furnished at no cost or as part of a registration or hotel fee paid by the agency.
- 6) If an employee chooses a different hotel than arranged by the district receptionist and the lodging expense is higher; then the employee will be responsible to pay the amount in excess. The excess amount will be submitted to the Finance Department in the form of cash or check before travel begins. If the excess amount is not known until after the travel begins, the Finance Department will deduct the amount due from the employee's travel expense claim.
- 7) Lodging accommodations shared with another person(s), not a local health department employee, shall be reimbursed at the rate for a single room.
- 8) All room reservations are made for non-smoking rooms.
- 9) In case of cancellation or modifications needed to approved lodging arrangements, employees must notify their supervisor and the district receptionist as soon as possible. If the agency incurs an expense due to failure of the employee to provide sufficient notification or reasonable explanation, the employee must reimburse the agency.
- 10) A maximum of twenty dollars per night for parking or camping charges for camping vehicles shall be reimbursed. A receipt is required.

Subsistence (Meals)

- 1) Reimbursement for meals are allowable only in conjunction with approved overnight lodging.
 - a) To receive breakfast reimbursement, employees must be in authorized travel status during the entire time beginning at 6:30 a.m. and continue through 9:00 a.m.
 - b) To receive lunch reimbursement, employees must be in authorized travel status during the entire time beginning at 11:00 a.m. and continue through 2:00 p.m.
 - c) To receive dinner reimbursement, employees must be in authorized travel status during the entire time beginning at 5:00 p.m. and continue through 9:00 p.m.
- 2) Departure and arrival time shall be based on the time zone in which the employee reports for work and must be recorded on the electronic time and travel.
- 3) Reimbursement for meals is established at the following rates. Receipts are not required and the reimbursement is the maximum and includes taxes and tips.

Meal Type	Reimbursement for non-high rate areas (in state)	Reimbursement for high rate areas (out of state)
Breakfast	\$8.00	\$10.00
Lunch	\$10.00	\$11.00
Dinner	\$18.00	\$23.00

- 4) Reimbursement are not allowable when meals are furnished at no cost or as part of a registration fee.
- 5) Employees assigned to attend a function where a meal is provided at a cost to the employee can be reimbursed for the actual meals cost up to the above rates in item #3 above. A receipt is required.

Board of Health Travel

- 1) Travel expenditures for Board of Health members attending official meetings or functions shall be in accordance with the provisions of this policy;
- 2) Travel expenditures incurred by board members other than the Chairperson shall be approved by the Chairperson or have full board approval. Travel expenditures incurred by the Chairperson shall be approved by the Vice Chairperson or have full board approval.

Forms: [P-16 Payroll Reimbursement Direct Deposit Form](#); [P-32 Travel Request Form](#)

References: [200 KAR 2:006](#); [Kentucky Finance and Administration Cabinet](#); [Policy 5.02 - Travel Reimbursement Procedure](#)

Contact Persons: Finance Administrator

Date Adopted:

Procedure Origination, Revision, and Review Tracking

Procedure Version Number	Origination Date	Description of Revision or Reviewer Name
5.01	01.26.2018	Finance Administrator – Policy Creation
5.01	10.16.2020	Finance Administrator-removed requirement and associated requirements to share rooms