

County of Champaign, Illinois



Travel & Business Expense Policy

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County of Champaign, Illinois
Travel & Business Expense Policy
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I. INTRODUCTION

A. Purpose

The purpose of the **Champaign County Travel & Business Expense Policy** (the Policy) is to establish guidelines to ensure that all travel and business expenses are necessary, reasonable, and consistent with the business objectives of Champaign County (the County), are incurred by employees in the performance of their duties and are in accordance with state statutes. The Policy establishes rules and procedures separately for **travel expenses** (such as transportation, lodging, and meals) and **business expenses** (such as business meals). It is critical that all employees traveling on County business understand the compliance requirements established.

All Elected Officials, Department Directors, County employees, and non-employees (independent contractors, consultants, etc.) who incur travel and business expenses must remember that they have a **fiduciary responsibility to the taxpayers** and need to expend funds in a responsible manner. Travel and business expenses must be necessary, reasonable, and fully supported by documentation. Care should be exercised to **avoid impropriety** or the appearance of impropriety, including the public perception that travel or business expenses have been expended for personal reasons. Public funds may never be used for personal gain.

B. Applicability

The Policy applies to all County Officials, employees, non-employees, volunteers, or other individuals who incur travel or business expenses while engaging in official County business, except as noted in the following paragraph.

Elected Officials are encouraged to adopt the Policy for consistency and to simplify the reimbursement of travel and business expenses. County employees that work in a department headed by an Elected Official and/or Boards who have adopted and disseminated different guidelines and procedures for travel and business expenses shall consult the applicable policies and procedures of their own department in addition to this document. Expenses that are regulated by the IRS or other laws must be adhered to and will be enforced by the Auditor's Office. Copies (or any version updates) of such different policies must be provided to the County Auditor's Office to assist with processing of Policy expenses.

The term employee is used throughout the Policy and, unless otherwise noted, refers to all County Officials, employees, non-employees, volunteers, or other individuals who incur travel or business expenses while engaging in official County business.

For **non-employees** who operate under a contractual agreement, any travel or business expenses paid under any such agreement should also conform to the Policy.

C. Overview

The County will reimburse employees for **necessary** and **reasonable** travel and business expenses incurred while conducting official County business or while attending conferences, seminars, or training benefiting the employee and their work for the County. Elected Officials and Department Directors are responsible for authorizing travel or business expenses and verifying that expenses incurred are necessary, reasonable, and conform to the Policy. Additionally, Elected Officials and Department Directors are responsible for confirming that budgetary funding is available to support the expenses and ensuring that their employees have read and are aware of the policies applicable to them.

The **Internal Revenue Service (IRS)** has specific rules for the payment/reimbursement of travel and business expenses, as well as other laws. The Policy is designed to comply with all legal and regulatory requirements of the IRS and other federal and state laws regarding travel and business expenses, including the consideration of taxability to employees and documentation standards. Consequently, updates will be made to the Policy as IRS or County standards change.

D. Administration

Elected Officials and Department Directors are responsible for: 1) the implementation, administration, and oversight of the Policy within their departments, 2) employee compliance with the Policy, 3) approval of all travel, 4) approval of travel advances, 5) approval of reimbursement requests, and 6) management of travel and business expenses within budgetary constraints. Before making any travel commitments, an employee must be aware of Champaign County's travel policies.

The County Auditor has the authority to administer, interpret, and apply the terms of the Policy for all travel advances and reimbursement requests related to travel and business expenses submitted through the Accounts Payable process. Elected Officials/Department Heads should be prepared to supply a justification for any items that the Auditor's Office does not consider as "necessary or reasonable" as the funding is coming from taxpayer dollars and are encouraged to contact the County Auditor's Office to obtain approval before expenses are incurred, if there is any uncertainty about the eligibility of certain travel or business expenses. On a monthly basis, the County Auditor will include on its Non-Conforming Purchases Report (NCPR) to the County Board details of any elected or employee that exceeded the maximums allowed for travel, meals and lodging in this policy.

If any travel or business expenses are deemed to be **ineligible** for reimbursement by the County Auditor, the individual seeking reimbursement **may appeal** to the Policy, Personnel and Appointments Committee.

Receipts are required to support all reimbursement requests for travel and business expenses, unless otherwise noted in the Policy. Any miscellaneous expense OVER \$20.00 shall be accompanied by a receipt.

Please contact the County Auditor's Office for guidance on any issues related to travel and business expenses.

Exception to this policy shall be presented in a letter submitted to the Policy, Personnel and Appointments Committee for approval and recommendation for approval by the County Board which must be documented with a roll call vote.

This policy supersedes and rescinds all previous travel and business expense policies and procedures and shall remain in effect until subsequently modified or rescinded.

II. TRAVEL EXPENSE POLICY

A. Authorization for Travel

As noted in the previous section, Elected Officials and Department Heads are responsible for approving and overseeing all travel by employees in their departments.

B. Overnight Travel vs Daytime Travel

All approved travel by an employee fall into one of the following two categories: **Overnight Travel** or **Daytime Travel**. This distinction is critical, **as the category of travel will determine the types of travel expenses that are eligible for reimbursement under the Policy**. Elected Officials/Department Heads should determine which category of travel each trip falls under before an employee departs, so that they are aware of which reimbursable travel expenses the employee will be eligible for. Following are the definitions for the two categories of travel:

Overnight Travel

Travel is considered to be **overnight travel** if meets **all** of the following criteria:

- The assignment has a **legitimate business purpose**.
- The work assignment is **temporary** (generally, lasting one year or less).
- The work assignment is located **outside the general vicinity of the employee's place of work assignment**. The County considers travel to meet this criterion if the business destination is outside of the County and greater than 75 miles away from the employee's principal place of business.
- The work assignment is substantially longer than an ordinary day's work and **requires an overnight stay or substantial sleep or rest**.

As stated in the above criteria, an employee must travel "away from home" for the travel to qualify as overnight travel. The statutory phrase "away from home" has been interpreted by the U.S. Supreme court to require an employee to travel overnight or long enough to require substantial sleep or rest. Merely working overtime or at a great distance from the employee's residence does not qualify as overnight travel, if the employee returns home without spending the night or stopping for substantial sleep or rest.

The following examples are provided to help distinguish when travel qualifies as overnight travel.

Example 1: An employee is required to travel from Champaign to Peoria for an afternoon business-related meeting. The employee leaves work at 11:45 am on Monday, with plans to return home the same day. However, the employee is unable to complete the work by late Monday, so the employee spends the night in Peoria. After completing the work early on Tuesday morning, the employee returns to Champaign by 10:30 am. Even though the Employee had not planned to spend the night and is gone for less than 24 hours, the employee has met the "away from home" rule because the night was spent away from home on unavoidable business. **This trip qualifies as overnight travel.**

Example 2: An employee is required to travel from home in Champaign to Bloomington for a business-related meeting. The employee leaves home at 6:30 am and returns that night at 10:00 pm. On the trip home, the employee stops for dinner and rests in the car for two hours. Even though the employee has been away from home for substantially longer than his/her normal workday, the employee is not considered to be in overnight travel status. Courts have ruled that stopping for a meal or a rest in a car does not meet the substantial sleep or rest rule. **This trip does not qualify as overnight travel.**

Example 3: Due to a specialized equipment breakdown in the afternoon and the inability to find an available shipper, an employee is asked to retrieve the equipment from the manufacturer in St. Louis, MO. After not being able to leave Champaign until 6:00 pm and arriving in St. Louis at 9:30 pm, the employee had been given permission to spend the night if it was too late. The employee needed to get back to work by the next day due to emergency procedures with the equipment breakdown, so he rented a room and took a 4 hour nap before completing the return trip. Since the employee rented a room in order to sleep, he is considered to have met the “sleep and rest” rule. **This trip qualifies as overnight travel.**

For travel that meets the definition of Overnight Travel (and are made in accordance with IRS requirements) employees are eligible to be reimbursed for the following travel expenses:

- Transportation costs to travel to and from the business destination
- Transportation costs while at the business destination
- Lodging
- Meals (See Section E for meal reimbursement details)

The following sections provide the specific details on travel costs that are eligible for reimbursement.

Daytime Travel

Daytime travel represents transportation between an employee’s residence or principal place of business to a **temporary work assignment**, without an overnight stay. Daytime travel may include travel within the County, outside the County, or outside the State, as long as the travel does not require an overnight stay or substantial sleep or rest, as defined in the previous section.

Temporary work assignment – An assignment that is away from the employee’s principal place of work and is expected to last (and actually does last) one year or less. Temporary work assignments include offsite meetings, conferences, seminars, etc., County facilities that are **not** the employee’s principal place of work, and other locations where an employee conducts official County business.

It is important to **distinguish daytime travel from commuting**. Commuting refers to travel between an employee’s **personal residence** and **principal place of work**. **Commuting expenses are not reimbursable** under the Policy. See the Personal Vehicle Usage section for examples of daytime travel vs commuting.

For travel that meets the definition of daytime travel, employees are eligible to be reimbursed for transportation costs, and meals only if the daytime travel is outside of Champaign County. Meals within Champaign County are not eligible for reimbursement during daytime travel unless they qualify as a valid business meal (see below). See the following section for the specific details on transportation costs that are eligible for reimbursement.

C. Transportation Expenses

For both overnight travel and daytime travel, employees should **determine the most economical method of travel** with the **primary factors being cost and travel time**. Elected Officials and Department Directors should approve all employee transportation plans.

The following sections present the most common means of transportation and the related policies.

Commercial Air Travel

In most cases, commercial air travel should **only** be used **for overnight travel that is out of state**.

Employees should fly coach or equivalent class at the lowest available commercial airfare. Employees who wish to fly in a class higher than coach are personally responsible for the difference in cost. For reimbursement, there must be adequate documentation for the departure/return dates, itinerary, nature of the County-related function, and all receipts attached.

Air travel reservations should be booked in advance to avoid last minute pricing.

Various airlines charge different fees for a wide range of items and services. These fees can vary greatly for the different airlines, but some common examples include fees for: overweight luggage, preferred seating, priority boarding, extra legroom seating, ticket changing, drinks and snacks, headsets and other entertainment. **The County will not pay for any of the above charges**. The employee must pay for these at their own expense.

The only airline fees that the County will reimburse are for checked bags (limit of 1) and carry-on bags (limit of 1). However, special circumstances may necessitate additional bags, ticket changing, or other fees. These situations should be justified and approved on a case-by-case basis in advance by the Elected Official or Department Director. In no cases will the County reimburse fees for drinks and snacks or headsets and other entertainment.

Employees should not cash in a full fare ticket in exchange for a reduced rate ticket or less expensive ticket. Also, employees should not volunteer to take a later flight in exchange for a financial benefit. Under no circumstances should this situation affect the return-to-work time for the employee. If either of these situations does occur, employees must return any financial benefit to the County.

Transportation to/from Airports

Employees should determine the most economical method of transportation to and from airports. If available, employees should utilize complimentary or discount-priced hotel shuttles. Otherwise, employees may use public transportation, shuttle bus, taxi or other vehicle service, or personal vehicle – whichever proves to be the most economical.

If an employee drives a personal vehicle and parks at the airport, parking will only be reimbursed at the **long-term economy rate**. The cost of parking at the airport should be considered when determining if a personal vehicle is the most economical method of transportation to and from the airport.

If a taxi or other vehicle service is used, driver gratuity should not exceed up to the 20% established maximum of the bill.

Bus or Rail Transportation

Bus or rail transportation is commonly used for daytime travel. However, bus or rail transportation may be used for overnight travel if it is determined to be the most economical method of transportation or if special circumstances require such methods of transportation. In cases with special circumstances, approval should be granted on a case-by-case basis in advance by the Elected Official or Department Director. Detailed receipts with the justification for economical use must be submitted for reimbursement.

Taxis & Other Vehicle Services

As listed earlier, taxis or other vehicle services may be used for transportation to and from the airport, when it is determined to be the most economical method. Stretch limousines **should not** be used, unless for a large group traveling together and it represents the most economical method. Receipts must be obtained to submit for reimbursement.

Taxis may also be used while at the business destination when necessary. However, public transportation and shuttle service should be used before taxis, when available and practical.

Rental Vehicles

Rental cars should be used only in connection with overnight travel and **only if other transportation is not economical or practical**. Rental car usage should be approved on a case-by-case basis in advance by the Elected Official or Department Director. Receipts, advance approval and the justification must be obtained to submit for reimbursement.

In general, the County will only reimburse the cost of a compact or mid-sized car. In cases where two or more employees are sharing a rental car, a mid-sized vehicle size should be obtained. Any upgrades or enhancements are personal expenditures and will not be paid for by the County. However, in the case of a **free** upgrade offered by the rental agency due to unavailability of the previously reserved vehicle, proof of the original compact or mid-sized vehicle reservation must be submitted along with the invoice for the upgrade.

If an employee **combines personal vacation time** before and/or after approved overnight travel for County business and the employee uses a rental car during both the County business portion and personal vacation portion of the trip, the County will **only reimburse** for the pro rata share of rental car expenses that relate to **the County business portion of the trip**.

Employees should **not accept insurance options for collision and liability coverage** offered by rental car companies as it is included in the County's insurance coverage policy. Contact Our Insurance Specialist for guidance or questions prior to the planned travel. Also, the County will **not** reimburse any separate insurance options for personal property coverage.

Rental car fuel should be evaluated for return with a full tank of gas or to utilize the rental car fuel refill fee. Cars should also be inspected for any damage before the rental agreement is signed to ensure that any damage is noted clearly on the agreement.

Additional rental car options, such as GPS navigation and satellite radio, **are not reimbursable**.

All reasonable tolls and parking fees will be reimbursed. However, employees are responsible for all parking tickets and traffic fines.

County-Owned Vehicle Usage

Elected Officials, Department Directors and employees should utilize a county-owned vehicle for daytime travel, if one is available. Please refer to the County-Owned Vehicle Policy for any questions and requirements related to usage of such vehicles. Fuel charges for a county-owned vehicle will be reimbursed for travel as long as the Vehicle # or Plate # is written on the receipt.

Personal Vehicle Usage

Personal vehicles are commonly used for **daytime travel**. However, a personal vehicle may be used for **overnight travel** if it is determined to be the most economical method of transportation or if special circumstances require this method of transportation. In cases with special circumstances, approval should be granted on a case-by-case basis in advance by the Elected Official or Department Director.

When employees use their personal vehicle for approved travel, the County will **reimburse for actual mileage driven**, in accordance with the IRS mileage rate, as determined by the IRS/GSA per diem. Fuel charges or vehicle breakdowns during the usage of a personal vehicle are not reimbursable items. Mileage reimbursement is the only method for personal vehicle usage.

Employees must maintain a record of actual mileage driven during approved travel, which can be accomplished by keeping a mileage log. An alternative method can be utilized by printing the route information from an online mapping application, such as Google Maps or MapQuest.

Mileage from an employee's personal residence to their principal place of work is considered to be **commuting** and is **not reimbursable under the Policy**.

Employees using their personal vehicle on approved travel are responsible for having adequate and current auto insurance, in accordance with the County's vehicle use policy, as well as being in compliance with all other requirements. Contact Our Insurance Specialist for more information.

All reasonable tolls and parking fees will be reimbursed as actually incurred. However, employees are responsible for all parking tickets, traffic fines, and any liability from accidents.

No mileage payments are allowed for Elected or Appointed departments to attend committee meetings, subcommittee meetings and County Board meetings. The County Board Chair and County Board members are allowed mileage payments to attend committee meetings, subcommittee meetings, any other meetings they attend in fulfilling their duties as County Board Members, and County Board meetings.

The following examples are designed to help clarify when mileage is eligible for reimbursement:

Example 1: An employee drives their personal vehicle from their home in Rantoul to their County worksite in Urbana, which is their primary place of work. **This is considered commuting, and the mileage is not eligible for reimbursement.**

Example 2: The same employee in example 1 is at work at the County worksite in Urbana when their supervisor directs the employee to drive their personal vehicle to the Highway Department for a meeting. After the meeting, the employee drives back to the County worksite in Urbana to work for the rest of the day. Since the Highway Department is not the employee's primary place of work, the meeting is considered a temporary work assignment and **the mileage from the Urbana County worksite to the Highway Department and back is considered daytime travel and is eligible for reimbursement. The mileage from the employee's home to the County worksite in the morning and from the County worksite to home at the end of the day is considered commuting and is not eligible for reimbursement.**

Example 3: The same situation occurs as in example 2, except the employee drives home after the meeting at the Highway Department instead of driving back to the County worksite. In this case, **the mileage from the County worksite to the Highway Department is eligible for reimbursement. The mileage from the Highway Department to home is only eligible to the extent that it exceeds the distance from the employee's Urbana County worksite to their home. The mileage from the employee's home to the County worksite in the morning is considered commuting and is not eligible for reimbursement.**

Example 4: The same employee in example 1 drives their personal vehicle from their home in Rantoul to a full day seminar in Bloomington. The employee drives back home the same day. **Since the seminar in Bloomington is not the employee's primary place of work, the meeting is considered a temporary work assignment and the mileage from the employee's home to the seminar and back is considered daytime travel and is eligible for reimbursement.**

Example 5: The same employee in example 1 drives their personal vehicle from their home in Rantoul to a full day training session in Thomasboro. The employee drives back home the same day. **Even though the distance from the employee's home to the training session in Thomasboro is less than the employee's normal commuting distance, the training session is considered a temporary work assignment and the mileage from the employee's home to the training session and back is considered daytime travel and is eligible for reimbursement.**

Example 6: The same employee in example 1 drives their personal vehicle from their home in Rantoul to a half day training session in the morning in Thomasboro. After the morning session, the employee drives to the County worksite in Urbana to work for the rest of the afternoon. The mileage from the **employee's** home to the training session and from the training session to the County worksite is considered daytime travel and is eligible for reimbursement. The mileage from County worksite to home is considered commuting and the mileage is not eligible for reimbursement.

Employees should contact the Auditor's Office for clarification on the above examples or for any other questions on determining the eligibility of mileage reimbursement.

Required Documentation – Transportation Expenses

Employees should obtain detailed receipts for all transportation expenses, when available. In cases where receipts are lost or not available, employees must fill out the Lost/Unavailable Receipt Reimbursement Form. See Section J for more information about the reimbursement of travel expenses.

D. Lodging Expenses

Lodging expenses are only reimbursable for pre-approved overnight travel. As such, all expenses outlined in this section are **not reimbursable for daytime travel.**

Employees are responsible for ensuring that reasonable lodging rates are obtained. To accomplish this, employees should:

- Make reservations in advance, whenever practical
- Avoid deluxe hotels
- **Ask for and request** the lowest available rate (i.e. government, corporate, conference discounts). Payment is limited to the single rate for a standard room (unless it is being shared with one or more other employee(s)). Shared rooms should be noted on the Travel Expense Reimbursement Form by providing the names of the employees, **OR,**
- Lodging is limited to payment/reimbursement for up to 20% over the GSA CONUS rates for hotels. Maximum lodging rates can be obtained through a search at <http://www.gsa.gov/portal/category/100120>. Special considerations may apply by obtaining advance approval from the applicable elected official or department director and by conferring with the County Auditor.

Employees may stay at the hotel that is holding the conference, seminar, or meeting that is purpose of the business trip, even if the rates exceed other local hotel options. A conference brochure must be submitted to show the rates that were made available. The higher cost may be justified in order to avoid additional transportation costs, as well as for time savings and safety. Preference may also be given to conference- specified hotels offering reduced rates for attendees. Employees are urged to stay at less expensive hotels located in the conference area, but care should be taken to ensure that lodging savings will not be offset by cab fare and are under the amount of the conference hotel. An analysis should be completed **in advance** to determine the most economical and practical lodging option.

Elected Officials and Department Directors should approve all employee lodging plans **in advance**.

Employees will be **reimbursed for actual lodging expenses**, provided the expenses are ordinary and necessary and not lavish and/or extravagant (as determined by the County Auditor). Detailed hotel receipts must be obtained and presented for a reimbursement to occur. In the case of booking and prepaying through a travel service such as Expedia, the employee must still request a detailed statement of the lodging upon checkout and for submission.

Employees may guarantee hotels for late arrival to their personal credit card. However, employees are responsible for payment if they do not show and do not cancel their reservations in time. If canceling directly with the hotel, note the date and time of the call, the name of the person with whom you spoke with, and the cancellation confirmation numbers.

Hotel Telephones and Communications

Hotel communications (internet, fax, local phone usage) will be reimbursed, **when relating to County business**. Hotel room phones should not be used for long distance calls, due to high fees charged by hotels. Employees are encouraged to use their cell phones or calling cards to make long distance calls. Any other hotel communication charges are subject to review and may not be reimbursed.

Other Lodging-Related Charges

Bellman tips will be reimbursed up to a maximum of \$2 per bag. Charges for valet parking will not be reimbursed, unless necessary for health reasons or in the absence of any other parking options. Resort fees will not be reimbursed, unless they are non-negotiable additions to the rate charged by the hotel.

Incidental charges such as **mini-bar, bar charges, movie rentals, or sundries** are **not reimbursable** and should be noted and deducted from the total bill on the Travel Expense Reimbursement Form.

Required Documentation – Lodging Expenses

Employees should obtain detailed receipts for all lodging expenses. The receipts must itemize all expenses, such as room rate, taxes, communication charges, etc. Employees not submitting an itemized hotel statement will have any travel reimbursement delayed until the statement is received by the Auditor's Office. See Section J for more information about the reimbursement of travel expenses.

E. Meal Expenses

Meals are **only reimbursable** for approved **overnight travel or daytime travel outside of Champaign County**. However, some meals associated with daytime travel within Champaign County may be reimbursable if they meet the definition of a **business meal**. See Section III for more information about business meals.

The County's policy is to **reimburse IRS/GSA PER DIEM rates for meal expenses**. **The County, as per this policy, does not reimburse employees for actual meal expenses**. **Receipts need not** be submitted. Lesser amounts may be requested but the current IRS/GSA rates are the maximum allowed.

Personal reimbursable meals must be paid for with a personal credit card or other means of personal payment. **Personal meals are not allowed on County credit cards.**

A travel log must be submitted in accordance with IRS regulations, which substantiates the business purpose (meeting type, seminar or conference title), the travel dates, the applicable meals to be reimbursed for each day, and the place (city).

Meals and tips will not be reimbursed, if the cost of meals for seminars or official meetings is included in the registration fee. A copy of the meeting brochure, if available, should be submitted with the travel log at the time of request for reimbursement.

The County will **only** reimburse meals for **employees** on approved overnight travel or daytime travel outside of Champaign County. **Please note:** No meals will be reimbursed on a day trip within Champaign County, unless it is business-related, meets the Business Meal rules, and is pre- approved by the Elected Official/Department Director. The County will **not** reimburse meals for **family members and/or other acquaintances**.

Alcohol will not be reimbursed under any circumstances.

Meal Reimbursement Limits

As stated earlier, the County’s policy is to reimburse employees on a per diem basis. The per diem meal reimbursement amounts are set annually by the US General Services Administration (GSA). Each year, the Auditor’s Office will provide departments with a chart of the breakfast, lunch, dinner, and incidental rates for the CONUS. The County does not utilize the first and last day of travel method in determining per diem reimbursements.

For any travel outside the continental United States, please contact the County Auditor’s Office to determine the reimbursement amounts for meals.

of Meals Per Day

Employees on approved overnight travel or daytime travel outside Champaign County are generally eligible for meal reimbursements of up to **three (3) meals per day (breakfast, lunch, and dinner) and one (1) incidental rate per day for snacks and refreshments** while on County business.

If an employee **combines personal vacation time** before and/or after approved overnight travel for County business, **no meals are reimbursable during the personal vacation portion of the trip.**

Meals during the day of departure and day of return are reimbursable, but only certain meals qualify for reimbursement, based on the time employees depart from and return to their personal residence or principal place of business (employees should use their personal residence in most cases, unless they actually depart from or return to their principal place of business) as follows:

Time of Departure (based on direct travel time plus 20 minutes)				
Eligible Meals				Time of departure from home
B	L	D	I	Midnight - 6:29 a.m.
-	L	D	I	6:30 a.m. - 11:29 a.m.
-	-	D	I	12:00 p.m. - 6:29 p.m.
-	-	-	I	6:30 p.m. - 11:59 p.m.

Time of Return (based on direct travel time plus 20 minutes)				
Time of arrival at home		Eligible Meals		
Midnight - 6:29 a.m.		-	-	I
6:30 a.m. - 11:29 a.m.		B	-	I
1:30 p.m. - 5:59 p.m.		B	L	I
6:00 p.m. - 11:59 p.m.		B	L	D

Example: Leave home at 6:39 am for a one-day training in Bloomington, IL. Conference starts at 8 am and drive time per map search is 59 minutes therefore leaving at 6:39 allows 20 extra minutes for parking, etc. Conference ends at 4:30 with departure at 4:49 and arrival at home approximately 5:50. Eligible for L and I.

Example: Leave home on Sunday night at 6:10 pm for 3-day conference in Indianapolis, IN. Sunday only I is allowed. Hotel and/or conference provide breakfast each day (Mon, Tues, Wed) so no breakfast is allowable. Conference provides free time for lunch on your own, lunch is allowable each day (Mon, Tues, Wed). Dinner is on your own and conference is over at noon on the last day therefore, dinner is allowable for two days (Mon and Tues) but you arrive home at 3:10 pm after stopping for lunch)

Room Service

Employees **may** get room service for meals, **subject to the meal reimbursement allowances** described previously in this section. In order for room service to be reimbursable, the order(s) must be paid for with a personal card or other method of payment. Room service is not allowed on County credit cards.

Meals Provided at Meetings, Conferences, Etc.

In cases where a meal is provided at a meeting, conference, seminar, etc., but an employee chooses to purchase a meal elsewhere, the purchased meal is **not eligible for reimbursement**, unless medical or religious reasons are provided with the reimbursement request. Conference and seminar brochures should be reviewed carefully to determine what meals are provided. It is highly encouraged to participate in the breakfast provided at hotels offering such an amenity.

F. Other Travel Expenses

Telephone and Other Communication Expenses

In addition to the policy for hotel telephone and communication expenses described in the lodging section, employees on overnight or daytime travel may be reimbursed for telephone, FAX, Internet connection, and cellular phone charges, **when relating to County business**. Any such expenses must be itemized on the Travel Expense Reimbursement Form and the business purpose must be listed.

Other Travel Expenses

While the Policy attempts to clearly distinguish eligible and ineligible travel expenses for the most common scenarios, employees may incur other travel expenses that are not explicitly described in the Policy. In such cases, Elected Officials or Department Directors and the County Auditor shall exercise professional judgment to determine whether such other travel expenses are both **necessary** and **reasonable**. If any such other travel expenses are deemed to be both necessary and reasonable by both the Elected Officials or Department Directors and the County Auditor, such costs will be reimbursed by the County.

G. Tipping Summary

As listed throughout the travel expense section, the following are the County's reimbursement limits for tips:

Business Meals:	up to 20% maximum, unless rate is set by the establishment on the bill.
Taxi Driver:	up to 20% maximum
Baggage Handlers:	\$2 per bag maximum
Hotel Cleaning Tip:	\$5 per day maximum

H. Eligible and Ineligible Travel Expense Summary

Eligible Travel Expenses:

- Registration fees – conference, seminar, etc.
- Airfare (for overnight travel only)
- Airline fees for checked bags (limit of 1) and carry-on bags (limit of 1)
- Transportation to/from airport – public transportation, shuttle bus, taxi, other vehicle service, or personal vehicle
- Airport parking (long-term economy rate only)
- Other transportation expenses – bus, rail, taxi, etc.
- Rental car (if other available transportation is not economical or practical)
- Gasoline for rental cars (must be returned with a full tank of gas)
- Personal vehicle usage – the County will reimburse for actual mileage driven, in accordance with the IRS mileage rate, as determined in the County's Budget Policy.
- Tolls and parking fees
- Lodging (for overnight travel only)
- Hotel communications – for business purposes only, such as internet access for Citrix and email access.
- Bellman tips (\$2 per bag maximum)
- Meals – (for overnight travel or daytime travel outside Champaign County only) SEE CHART
- Room Service – **only for meals** and only up to maximum reimbursement limit
- Tips – Meals – up to 20% maximum
- Other communication expenses (for business purposes only)

Ineligible Travel Expenses:

- ⊗ The personal portion of any trip.
- ⊗ Political contributions or attendance at a political event.
- ⊗ Upgraded airline tickets – such as economy plus, business class, first class, or extra room
- ⊗ Airline ticket change fees (unless special circumstances approved by Elected Official or Department Director)
- ⊗ Unjustified car rental or car rental not obtaining pre-approval; and/or upgrade from standard compact/mid-sized vehicle.
- ⊗ Meal expenses in lieu of conference provided meals, unless there is a justified reason.
- ⊗ Standard or premier parking at airport (only long-term economy rate is reimbursable)
- ⊗ Personal travel, accident, or life insurance
- ⊗ Admission fees for airline clubs
- ⊗ Magazines or books
- ⊗ Toiletries
- ⊗ Rental car for personal activities – The County will only reimburse rental car expenses for the County business portion of the trip
- ⊗ Refueling fees for rental cars – employees should return rental cars with a full tank of gas to avoid refueling fees
- ⊗ Gasoline, insurance, repairs, or other personal vehicle expenses – are all reimbursed through mileage rate
- ⊗ Fines or tickets for parking illegally or moving violations
- ⊗ “No-show” charges for hotel or rental car, unless a circumstance resulting from a work emergency or medical emergency (both approved by supervisor) warranting the cancellation
- ⊗ Lodging other than the “standard” room rate or government rate. Upgrades are not reimbursable.
- ⊗ Unjustified/Unapproved internet access at hotels
- ⊗ Hotel mini-bar charges
- ⊗ Hotel in-room entertainment
- ⊗ Hotel exercise room charges
- ⊗ Hotel safety deposit box
- ⊗ In-flight telephone charges, cash bar or internet/movies (including headset charges)
- ⊗ Valet Parking
- ⊗ Cleaning, pressing, and laundry (except when on extended travel and approved by Elected Official or Department Director)
- ⊗ Entertainment, tours, sporting events, golf outings, etc.
- ⊗ Medication or other medical expenses/health supplies, cosmetics
- ⊗ Childcare services
- ⊗ Pet care services
- ⊗ Any expenses for family members or other acquaintances when accompanying an official on County-related business.
- ⊗ Health club, saunas or massages
- ⊗ Barber, manicurist, or shoeshine
- ⊗ Alcohol or tobacco products
- ⊗ Meals and/or tips in excess of policy limits – employees responsible for costs in excess of limits
- ⊗ Any expenses deemed extravagant, unreasonable, or unnecessary or personal in nature (as determined by the County Auditor)
- ⊗ Lost/stolen cash or personal property, including luggage and/or briefcases

I. Travel Advances

In many cases, employees initially pay for travel expenses with personal funds or personal credit cards. **The County then reimburses employees for all eligible personally paid travel expenses.** See Section J for more information on the reimbursement process. In other cases, the Department may pay for some travel expenses in advance (e.g. booking lodging for a conference) by using a County credit card, if one has been issued.

However, **for special circumstances**, as approved by the Elected Official or Department Director and the County Auditor, an **advance of travel expenses may be made** to employees before travel is completed. Special circumstances may include financial hardship on employees or other compelling reasons. Efforts should be made to minimize the number and amount of cash advances through utilization of the County's credit card and direct vendor payments, especially for conference registrations, airfare and lodging (credit card required for lodging).

Employees who wish to request a travel advance must fill out and sign the Travel Advance Request Form, obtain the signature of the Elected Official or Department Director, and forward the Form to their department to submit for payment.

Additional rules for travel advances include the following:

The amount of the travel advance cannot exceed 100% of the reasonable estimated total travel costs, including transportation, lodging, and meals, which must be detailed on the Travel Advance Request Form.

Approved travel advances **cannot be issued more than thirty (30) days before** the travel is scheduled to begin. Travel Advance Requests may be submitted for approval more than 30 days before the travel is scheduled to begin, but checks cannot be issued to employees before that point in time.

Within fifteen (15) business days after returning from travel, **employees must complete the Travel Expense Reimbursement Form**, as described in Section J. Then, employees should compare the actual total of eligible travel expenses, as determined on the Travel Expense Reimbursement Form, to the amount of the travel advance.

If the **actual total of eligible travel expenses** is **greater than** the amount of the **travel advance**, the County will pay the difference to the employee as a reimbursement.

If the **actual total of eligible travel expenses** is **less than** the amount of the **travel advance**, the employee must repay the difference to the County. In such cases, employees should attach a personal check, made payable to the Champaign County Treasurer, to the Travel Expense Reimbursement Form.

No additional travel advances may be made to employees who are delinquent in submitting a Travel Expense Reimbursement Form or repaying any amount owed to the County. The County reserves the right to withhold the total amount of the advance from employees' paychecks for failure to return the unexpended funds or submit the completed travel forms.

J. Reimbursement for Travel Expenses

Employees must complete the following steps to be reimbursed for eligible travel expenses:

Within fifteen (15) business days (unless otherwise advised for year-end) after returning from all overnight and any individual daytime travel, **employees must complete the Travel Expense Reimbursement Form and obtain the approval of the Elected Official or Department Director.** The form should be entered into the County's ERP system for record keeping for final approval and reimbursement by the County Auditor's Office. To comply with IRS rules, the reimbursement will be considered **taxable income** if submitted after 60 days to comply with the IRS's Accountable Plan criteria for not being claimed within a "*reasonable period of time.*"

The **Travel Expense Reimbursement Form** must be **completed in full** and include all of the following information: dates of travel, travel destination and purpose of trip, **time of departure and return, itemized list of all travel expenses** – transportation, lodging, meal, and other travel expenses, listed separately for each day, and log of miles driven for personal vehicle usage. A sample filled-in Travel Expense Reimbursement Form is located in the appendix.

Employees must also submit receipts (except personal meals) as backup for all itemized travel expenses. **The receipts should be taped (not stapled) on bland 8 ½ x 11 sheets** to ensure clean scans by the department. The receipts should be listed in chronological order and should easily reconcile to the amounts listed on the Travel Expense Reimbursement Form. The receipts must be submitted together with the Travel Expense Reimbursement Form.

For mileage reimbursement for personal vehicle usage, employees must submit either a mileage log of actual mileage driven during approved travel or by printing the route information from an online mapping application, such as Google Maps or MapQuest. The Auditor's Office will update the Travel Expense Reimbursement Form annually with the current IRS mileage rate during January of each year. Employees should verify that they are using the current form with the correct mileage rate.

If **receipts are lost or not available**, employees must fill out the **Lost/Unavailable Receipt Reimbursement Form** in lieu of submitting an receipt.

If a **conference, seminar, training**, etc. was attended, a copy of the **event brochure** or other general information about the event **must be attached**, if available.

For **non-employees** who operate under a contractual agreement, **the section of the contract that covers travel must be attached** to the Travel Expense Reimbursement Form.

When an employee makes an authorized travel purchase (as shown in section H) with personal funds, the sale is taxable even if the purchase is for official County business. The employee will be reimbursed for the expense and the taxes paid by the employee are eligible for reimbursement on the employee's expense report.

III. Business Expense Policy

A. Overview

The purpose of this section is to define business expenses and to explain the related policies and reimbursement procedures. Elected Officials/Department Directors and employees must exercise prudent judgement and make decisions concerning the necessity for the expenditure when incurring any costs that are allowable under this section of the policy. Any questions concerning applicability should be directed to the County Auditor or County Administration in advance.

Business Expenses – Expenses incurred by employees that are **ordinary** and **necessary** and directly related to or associated with official County business. Business expenses must be reasonable and not lavish or extravagant (as determined by the County Auditor) and must be substantiated by adequate documentation.

The County's Purchasing Ordinance (the Champaign County Purchasing Policy – Rules, Regulations, and Procedures for Purchasing) applies to all contracts for the procurement of goods, supplies, equipment, services, construction, and professional services. In general, the Purchasing Ordinance specifies that, in most cases, purchases over **\$30,000** require formal sealed bids, purchases between **\$10,000** and **\$30,000** require three (3) quotes from the purchasing department, and purchases under **\$10,000** can be made at the discretion of the Elected Official or Department Director. **All business expenses incurred under this policy must also be in compliance with the Purchasing Ordinance.** Please refer to the Ordinance for specific details.

In general, **purchases submitted for reimbursement as business expenses should be under the \$10,000 threshold**, while purchases over **\$10,000** should include obtaining quotes or bids as required by the Purchasing Ordinance and be entered as a Requisition and funds encumbered/converted to Purchase Order status before order is placed.

In most cases, business expenses should be billed direct to the County or paid by County credit card. When employees initially pay for business expenses with personal funds or personal credit cards the County will then reimburse employees for all eligible business expenses. See Section E for more information on the reimbursement process.

Sales Tax Exemption

The County is **exempt from paying sales tax** on the purchase of certain goods. Therefore, the County will **not reimburse employees for any sales tax paid** on the purchase of eligible business expenses. Employees are responsible for using the County's sales tax exemption when initially paying for business expenses with personal funds or personal credit cards. Please contact the County's Auditor's Office and ask for the **current Tax Exemption Letter** (available upon request from the Auditor's Office) before purchasing business expenses in which a vendor may charge sales tax.

B. Business Meals

The Policy on business meals is derived directly from IRS regulations regarding the taxability of meals to employees.

All business meals must be **ordinary and necessary** and **directly related to or associated with official County business**. Business meals must be **reasonable** and **not lavish or extravagant (as determined by the County Auditor)**.

Business meals are not to be confused with meals associated with overnight travel or daytime travel outside of Champaign County, which is described in the travel expense section.

Tips will be reimbursed up to a maximum of 20%. Employees are responsible for any tips in excess of 20%.

Alcohol will not be reimbursed under any circumstances. If an employee chooses to purchase alcohol with a meal, it must be deducted from the bill, along with the related portion of tax and tip, when the employee submits the meal for reimbursement.

Elected Officials and Department Directors must **approve** all business meals and **ensure** that they conform to the Policy.

To qualify for reimbursement as a business meal, the meal must meet one of the three (3) specific types listed below. If a meal does **not** meet any of the three types listed below, the meal would be considered additional compensation and represent taxable income to the employee, and is accordingly **not eligible for reimbursement** under the Policy.

Type 1 – Meals Provided on the County’s Business Premises and for the County’s Convenience

In order for meals to be eligible for reimbursement under this category, they must meet **both** of the following conditions:

1. The meal is provided **on the County’s business premises**, which means a location where the County conducts a significant portion of business or where the employee conducts a significant portion of their duties.
2. The meal is provided **for the convenience of the County**. Meals are considered to meet this criterion if they meet **any** of following scenarios:
 - a. The nature of the business requires (not merely a preference) short lunch periods.

Example: Meals are furnished by a department that experiences high customer demand during the lunch hour at certain times during the year and establishes a short meal period during this busy time to meet this need (not to allow the employee to leave earlier).

Also, meals in this category must be provided for a “non-compensatory” reason; that is, the intention is not to provide additional pay for the employee.

Meals that are provided to **improve general morale or goodwill** are **not** reimbursable under this category.

Example: A department director purchases a meal for her entire office, in an effort to promote goodwill and boost general morale. **The meal is not reimbursable under this category** and should be paid for by personal funds of the department director.

Type 2 – De Minimis Meals

De Minimis meals are meals that are provided for employees that meet **all** of the following three conditions:

1. **Occasional Basis** – The meal is **not** provided regularly or frequently.
2. **Provided for Overtime Work** – Overtime work necessitates an extension of the employee's normal work schedule.
3. **Enables Overtime Work** – The meal is provided to enable the employee to work overtime.

The following examples are designed to help clarify which meals qualify for this category.

Example: An important vehicle breaks down and two employees are required to work overtime to make repairs. After working their regular 7.5-hour shift, the employees break for dinner because they still need to work another 3 hours to complete the repairs. The employees' supervisor orders pizza for the employees for dinner. **The meal qualifies as a reimbursable de minimis meal**, because it was provided to permit the employees to work overtime in a situation that is not routine.

Example: County attorneys have to, infrequently, attend a mandatory in-office training and due to busy trial schedules and conflicting court obligations the only feasible time the group can meet is over the lunch hour, and the Department provides pizza so that the training can begin immediately and utilize the entire hour.

Type 3 – Meals with Individuals Outside the County Organization

A meal may only qualify for this category if it involves employees or other County officials **and** individuals outside the County organization (such as clients, vendors, or other individuals) that have some business relationship with the County. A meal attended **only** by employees and/or other County officials **does not** qualify under this category.

Another principal condition is that the meal must **directly relate to County business** and include a **substantial business discussion**. There must also be a **justifiable need** to conduct the business meal, such as the amount of business to be conducted and a limited amount of available time or for other valid reasons.

Meals submitted for reimbursement under this category must include a description of the business discussed during the meal, names and positions of those in attendance, and the reason(s) why the business meal was necessary.

The following examples are designed to help clarify which meals qualify for this category.

Example 1: The County hired an outside consultant to assist with the implementation of a new software program. The outside consultant is based in California and traveled to Champaign for one day to complete the implementation. An employee is assigned to work with the consultant on the software implementation. After

working on the implementation all morning, the consultant and the employee believe that they will complete the project in the afternoon but agree that they need to discuss several issues over lunch. The employee's department director approves the employee to conduct a business lunch with the consultant. Because there was a justifiable need for the business meeting, **the meal is reimbursable under this category.**

Example 2: An employee goes to lunch with a colleague who works for a local municipality. While at lunch, the individuals discuss several topics, including some business issues that each is dealing with individually. The employee and the colleague do not have direct business with each other. Since the meeting did not directly relate to County business and since there was no justifiable need for a business lunch, **the meal is not reimbursable.**

Example 3: The same employee from example 2 goes to lunch with the finance director for another County. The individuals discuss an existing business project between the two counties. Because of scheduling difficulties, there was a justifiable need for the business meal. Therefore, **this meal is reimbursable under the policy**, if approved by the employee's Elected Official or Department Director.

Required Documentation – Business Meals

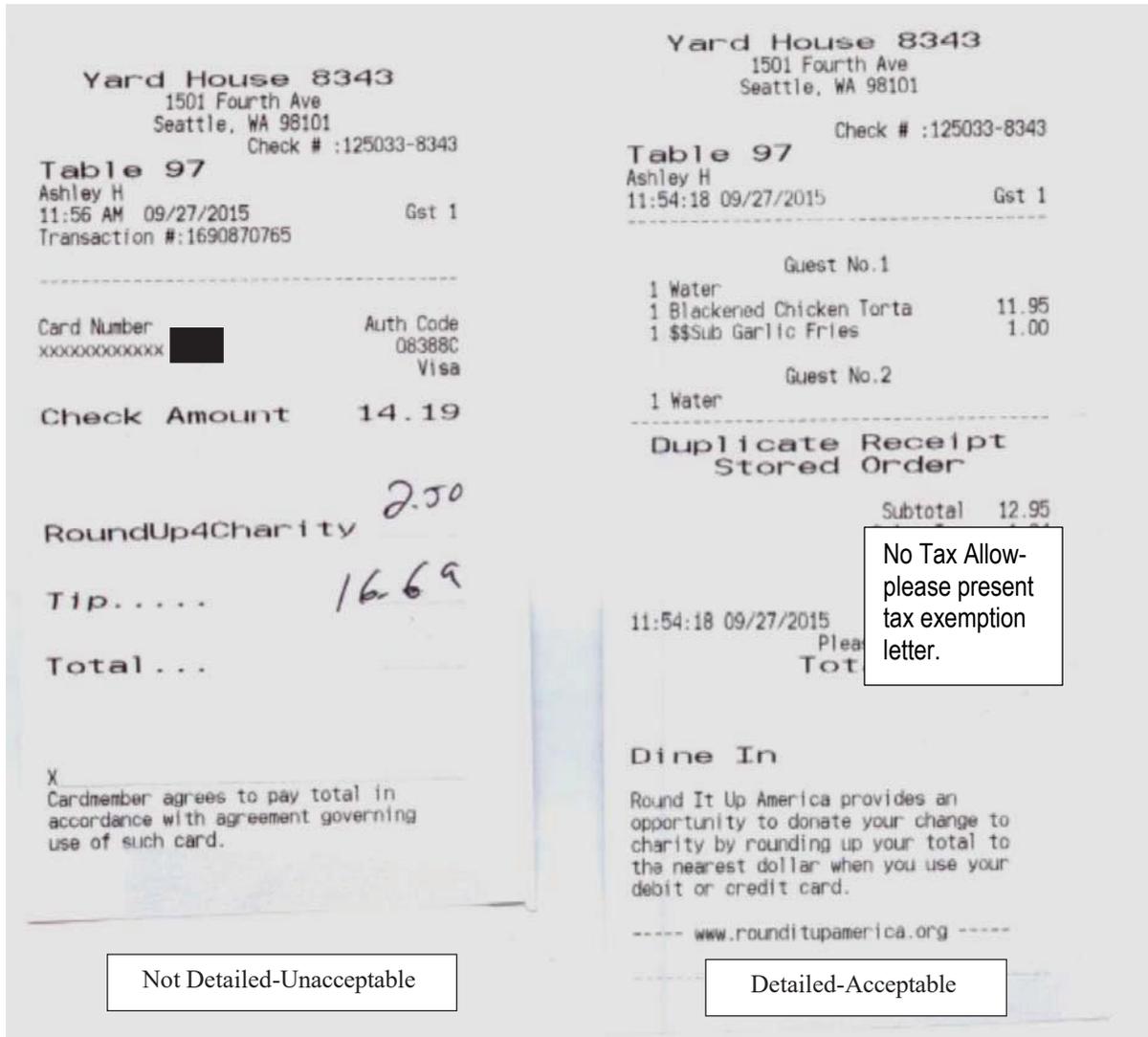
Employees must obtain detailed receipts for all approved business meals. The receipt must include the date, time, location, and itemized list of food and beverage purchased.

Employees must also submit documentation that lists **the names of all employees and other individuals that attended the business meal, the County business discussed at the meal, and the reason why the business meal was needed.**

When a business meal is submitted for reimbursement on the Business Expense Form, the employee must indicate which type of business meals (1, 2, or 3), as defined in the policy, is being claimed.

The County will reimburse for business meals that conform to the Policy and are approved by the Elected Official or Department Director and the County Auditor.

Sample of receipts. The receipt on the left is a credit card receipt which is not valid alone. Ideally, the credit card receipt will be submitted as well as the itemized receipt on the right (which is required).



C. Other Business Expenses

Use of Personal Vehicle

Employees that use their personal vehicle in the performance of their duties may be reimbursed for actual mileage driven.

The policy for the reimbursement of mileage for personal vehicle usage is located in the Travel Expense Section of the Policy.

Employee-Related Business Expenses

There are limited instances in which employee-related business expenses will be reimbursed under the policy, as follows:

Only the following items are eligible for reimbursement under the policy:

- **Retirement gift** (e.g., plaque) and/or refreshment (e.g., sheet cake and supplies) for an employee who has **over 10** years of service with the County and is a nominal cost. Any costs above these nominal items should not be turned in for reimbursement and/or charged. Questions on cost/items to be purchased can be addressed in advance to the County Auditor/County Administrator.
- **Flowers, upon the death of an employee or employee's immediate family** – defined as a person's spouse, or child. The invoice being paid should indicate the employee's name and relationship of the person being remembered – and will be expended from the department's budget.

The following items are **not** eligible for reimbursement under the Policy:

- Gifts and/or snacks and refreshments for the **retirement** of an employee who has **less than 10** years of service with the County (or for any other employee departure).
- Gifts for employees.
- Birthday, wedding, baby shower, anniversaries or any other personal celebrations.
- Social gatherings or events.
- Any other employee-related business expense not considered as a reasonable or necessary expense for the business of the County. *This is determined by the County Auditor and/or County Administration and the decision is appealable to the Policy, Personnel and Appointments Committee.*

The above items are considered to be personal in nature and should be paid for with personal funds.

All eligible expenses in this category must be reasonable and not lavish or extravagant (as determined by the County Auditor) and be approved in advance by the Elected Official or Department Director. Care should be exercised to avoid impropriety or the appearance of impropriety. While this Policy has made every effort to address eligible and non-eligible business expenses, no set of policies or procedures can cover all events and contingencies. Questions should be directed to County Administration or the Auditor's Office in advance of items being considered for purchase if the Elected Official or Department Director are unsure of the expenditure's reimbursement.

Office-Related Business Expenses

Office-related expenses that are not purchased through the standard purchasing process are eligible for reimbursement as business expenses. Examples include water, coffee, and small office equipment, such as microwaves or fans, if for the common use of employees and to increase workplace efficiency.

Professional-Related Business Expenses

Professional-related business expenses are reimbursable if they benefit an employee's work for the County. Examples include dues for a professional organization, professional license fees, and other costs. All professional-related business expenses should be approved by the Elected Official or Department Director.

Other Business Expenses

All other business expenses should follow the general guidelines outlined at the beginning of this section. To be eligible for reimbursement, business expenses must be ordinary and necessary and directly related to or associated with official County business. Business expenses must be reasonable and not lavish or extravagant (as determined by the County Auditor) and must be substantiated by adequate documentation. All business expenses incurred under this policy must also be in compliance with the Purchasing Ordinance.

D. Eligible and Ineligible Business Expense Summary

Eligible Business Expenses:

- Meals that meet the Policy's definition of a business meal
- Personal vehicle usage – mileage for approved overnight or daytime travel
- **Retirement gifts** (e.g., plaque) and/or refreshments (nominal cake) for an employee who has **over 10** years of service with the County
- Flowers, upon the death of an employee or employee's immediate family
- Water/coffee/tea or similar low-cost beverages of like kind, if available for all department employees
- Small office equipment, such as microwaves or fans, if for the common use of employees and to increase workplace efficiency.
- Professional membership dues, if beneficial to the employee's work for the County

Ineligible Business Expenses:

- ⊗ Meals that don't meet the Policy's definition of a business meal
- ⊗ Gifts for employees
- ⊗ Flowers or expenditures for birthdays, weddings, baby showers, etc.
- ⊗ Social gatherings or events
- ⊗ Political-related expenses or charitable contributions
- ⊗ Membership dues for other organizations, such as Kiwanis, Rotary, etc.
- ⊗ Any other business expense not considered as reasonable or necessary – as determined by the County Auditor and/or County Administration. Such decision is appealable to the Policy, Personnel and Appointments Committee.

E. Reimbursement for Business Expenses

Employees must complete the following steps to be reimbursed for eligible business expenses:

Within twenty-five (25) business days of incurring eligible business expenses, **employees must complete the Business Expense Reimbursement Form**, obtain the signature of the Elected Official or Department Director, and forward the form to the County Auditor's Office for final approval and reimbursement.

The **Business Expense Reimbursement Form** must be **completed in full** and include all of the following information: date, itemized list of all business expenses, description of business expenses, and Performance Series account coding information. A sample filled-in Business Expense Reimbursement Form is located in the appendix.

For business meals, employees must also submit list the names of all employees and other individuals that attended the business meal, the business discussed at the meal, and the reason why the business meal was needed. The employee must also indicate which type of business meals (Type 1, 2, or 3), as defined in the policy, is being claimed.

Employees must also submit detailed receipts as backup for all itemized business expenses. The receipts should be scanned into the County's ERP system for record keeping. The receipts should be listed in chronological order and should easily reconcile to the amounts listed on the Business Expense Reimbursement Form. The receipts must be submitted together with the Business Expense Reimbursement Form.

For mileage reimbursement for personal vehicle usage, see the Travel Expense section. Employees need to fill out the **Travel Expense Reimbursement Form** for all mileage reimbursement for personal vehicle usage.

If **receipts are lost or not available**, employees must fill out the **Lost/Unavailable Receipt Reimbursement Form** in lieu of submitting an receipt. If an employee has an excessive number of lost receipts turned in for reimbursement, the Elected Official/Department Director will be contacted.

Appendix A

Travel & Business Expense Forms - Blank

1. Travel / Business Expense Reimbursement Form A-1
2. Travel Advance Request Form A-2
3. Lost/Unavailable Receipt Form A-3

A - 2

Travel Advance Request Form

Champaign County – Request for Advance Travel Expense

Date: _____ Department: _____

Employee Name: _____

Name of Conference or Purpose of Meeting
Location of Conference or Meeting (City / State)

Conference or Meeting Dates		Travel Dates (If Different)	
From (MM/DD/YY)	To (MM/DD/YY)	From (MM/DD/YY)	To (MM/DD/YY)

Amounts Requested:

Per Policy, the amount will be limited to 100% of the reasonable estimated costs for the travel for transportation, meals, and accommodations.

Transportation Fare Estimate

Mileage _____ miles x \$ _____ Per mile \$0
 Mileage reimbursement for personal vehicles only

Airfare \$ _____

Meals and Incidentals (not to exceed maximums per meal x # of days)

Breakfast _____ x \$ _____ per diem \$0

Lunch _____ x \$ _____ per diem \$0

Dinner _____ x \$ _____ per diem \$0

Incidental _____ x \$ _____ per diem \$0

Lodging \$ _____
 (does hotel provide breakfast?) Yes No

Other – Specify: _____ \$ _____
 _____ \$ _____
 _____ \$ _____

Total \$0

By signing below, I (1) Acknowledge that the requested amount is an advance payment for expenses related to attendance at the above stated function. (2) Agree to submit within 15 days from my return, a final report by completing the Champaign County Travel-Expense Form, along with all required receipts and conference schedule for authorized expenditures. In addition, I will refund any advanced funds not used. Failure to return these unexpended funds will result in the total amount of the advance being deducted from my payroll wages.

Employee Signature / Date: _____

Supervisor Approval / Date: _____

A - 3 Lost/Unavailable Receipt Form

Lost / Unavailable Receipt Form Champaign County

Date of Expenditure: _____ Amount: \$ _____

Place / Location / Website: _____

Reason for Expenditure: _____

Reason for no receipt being obtained: _____

Department: _____

A separate form is needed for each lost / unavailable receipt.

I, the undersigned, swear the above expense information is accurate and was incurred due to work related activities. I, the undersigned, swear that the above expenses DO NOT include any alcohol.

Signature: _____

Date: _____

This form must accompany the "Travel-Expense Form" or statement that receipts are missing from.

The Auditor's office may have additional questions on a case-by-case basis.

For any lost receipt over \$20 purchased on personal credit card please show copy of credit card statement or print from card issuers website of purchase.

Appendix B

Example of Completed Travel & Business Expense Forms

1. Travel / Business Expense Reimbursement Form.....B-1
2. Travel Advance Request FormB-2
3. Travel / Business Expense Reimbursement Form with
Travel Advance.....B-3
4. Lost/Unavailable Receipt FormB-4

B - 2

Travel Advance Request Form

Champaign County – Request for Advance Travel Expense

Date: August 15, 2022 Department: CCSO

Employee Name: John Smith

Name of Conference or Purpose of Meeting				
Rapid Deployment Training				
Location of Conference or Meeting (City / State)				
Carlinville, Macoupin Co, IL				
Conference or Meeting Dates			Travel Dates (If Different)	
From (MM/DD/YY)	To (MM/DD/YY)		From (MM/DD/YY)	To (MM/DD/YY)
8/22/22	8/25/22		8/21/22	8/25/22

Amounts Requested:
 Per Policy, the amount will be limited to 100% of the reasonable estimated costs for the travel for transportation, meals, and accommodations.

Transportation Fare Estimate

Mileage _____ miles x \$ _____ Per mile \$ 0
 Mileage reimbursement for personal vehicles only
 Airfare \$ _____

Meals and Incidentals (not to exceed maximums per meal x # of days)

Breakfast	_____	x	\$ _____	per diem	\$ 0
Lunch	4	x	\$ 15.00	per diem	\$ 60
Dinner	5	x	\$ 26.00	per diem	\$ 130
Incidental	5	x	\$ 5.00	per diem	\$ 25

Lodging (does hotel provide breakfast?) Yes No \$ 1152.60

Other – Specify:

Parking \$ 10.00
 _____ \$ _____
 _____ \$ _____
Total \$ 1377.6

By signing below, I (1) Acknowledge that the requested amount is an advance payment for expenses related to attendance at the above stated function. (2) Agree to submit within 15 days from my return, a final report by completing the Champaign County Travel-Expense Form, along with all required receipts and conference schedule for authorized expenditures. In addition, I will refund any advanced funds not used. Failure to return these unexpended funds will result in the total amount of the advance being deducted from my payroll wages.

Employee Signature / Date: John Smith 8/15/22

Supervisor Approval / Date: Supervisor Signature 8/17/22

B - 4 Lost/Unavailable Receipt Form

Lost / Unavailable Receipt Form Champaign County

Date of Expenditure: 10/15/22 Amount: \$ 12.37

Place / Location / Website: Walmart

Reason for Expenditure: needed batteries while off-site

Reason for no receipt being obtained: lost

Department: Auditor

A separate form is needed for each lost / unavailable receipt.

I, the undersigned, swear the above expense information is accurate and was incurred due to work related activities. I, the undersigned, swear that the above expenses DO NOT include any alcohol.

Signature: Jane Doe

Date: 10/18/22

This form must accompany the "Travel-Expense Form" or statement that receipts are missing from.

The Auditor's office may have additional questions on a case-by-case basis.

For any lost receipt over \$20 purchased on personal credit card please show copy of credit card statement or print from card issuers website of purchase.