

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 5.03
		Issue Date: March 21, 2005
		Revision Date: August 1, 2010; January 4, 2016; November 30, 2016; December 16, 2019
CHAPTER: Fiscal Management and Agency-owned Property		Related Policy: G.O. 5.02 Purchasing (Accounts Payable), APM Ch.2, Sec. 7 (Authorization and Reimbursement for Travel and Business Expense)
SUBJECT: Travel and Business Related Expense Reimbursement		Related Laws:

POLICY: The Sheriff's Office allows all employees to utilize either procurement cards or per-diem when paying for travel and business related expenses.

RULE: Employees shall make prudent use of Sheriff's Office resources for the successful completion of their assigned tasks and shall not request unnecessary expenditures. When using procurement cards, the employee is responsible for providing all receipts and other reconciliation documentation required by the County upon return from travel or immediately following use of the procurement card.

PROCEDURE:

I. Out-of-County Travel

- A. Employees who have a reason to travel Out-of-County on non-routine Sheriff's Office business must make a prior request to their supervisor. The request must include the following minimum information:
 1. Reason for the travel;
 2. Projected cost to the Sheriff's Office (for example, registration fees);
 3. Duration of travel including departure and return times and dates;

II. Method For Obtaining Travel Advance – Per Diem

- A. When it is necessary for an employee to draw travel advance funds, the Travel Expense Advance/Reconciliation form will be completed by the Training Coordinator, Fiscal or designee. The following information will be completed on the form.
 1. Employee's name;

2. Dates of travel;
 3. Reason for travel;
 4. Amount of funds requested - 100 percent may be drawn or an estimate, if actual expenses are not known;
 5. Employee's signature and date signed;
 6. Signature of section supervisor and date signed.
- B. Substantiating documentation consisting of conference or meeting notices or Sheriff's Office memorandums will be attached to the Travel and Expense Report.
- C. For the funds to be issued prior to leaving, the form must be submitted to Fiscal at least 10 business days prior to departure.
1. In instances where the funds were not available prior to departure, the employee will receive the Per Diem funds on their return.
- D. Upon return from travel, lodging receipts and receipts for any expense not on the Travel Expense Advance/Reconciliation form must be submitted to Fiscal. Fiscal staff will prepare a reconciliation form for the employee's signature. If the actual amount of any expenses provided for in advance is less than the amount advanced the reconciliation form will note a refund amount due. Employees must provide the amount of the refund and signed reconciliation form within five business days to fiscal. Expenses that were not provided for in advance will be reimbursed, if receipts meeting all receipt requirements are provided.

III. Private Automobile Mileage

- A. Employees that are assigned a county vehicle will use their assigned vehicle when traveling. If the employee chooses to use their private vehicle, they will not be reimbursed for mileage.
- B. Employees who are not assigned a county vehicle will coordinate with their supervisor to obtain a county pool car for travel.
1. If a county vehicle is provided, but the employee chooses to use their private vehicle, they will not be reimbursed for mileage.
 2. If a county vehicle is not available, the employee may submit for reimbursement for mileage for using their personal vehicle.
 3. Exceptions must be approved by a supervisor prior to the travel.

IV. Procurement Card

- A. If an employee chooses to use a procurement card in lieu of Per Diem, the employee must follow the Procurement Card guidelines found in G.O. 5.02, Section VI.