

TRAVEL EXPENSE REIMBURSEMENTS

EFFECTIVE JANUARY 1, 2012

NOTICE: THE FOLLOWING REIMBURSEMENT RULES ARE EFFECTIVE FOR CLAIMS AND/OR PAYROLL BEGINNING JANUARY 1, 2012. FERGUS COUNTY WILL ONLY REIMBURSE CLAIMS SUBMITTED FOR EMPLOYEES OF THE COUNTY OR COUNTY BOARD MEMBERS.

MILEAGE

Actual mileage when first and last mileage readings are provided on claim.

Mileage from map documentation by the shortest travel route (2-18-504).

Calculations – Total mileage times 55.5 cents per mile.

When more than one employee shares personal transportation, only one mileage allowance may be claimed.

MEALS

- 1) To be eligible for the meal allowance, an employee must have been in a travel status for more than 3 continuous hours, except as noted in #2. Employees will be reimbursed at the following rates or receipt value.

	In-State	Out-of-State
a) The morning meal allowance if in a travel status between the hours of 12:01 a.m. to 10:00 a.m.	\$ 5.00	\$ 7.00
b) Midday meal 10:01 a.m. to 3:00 p.m.	\$ 6.00	\$ 11.00
c) Evening meal 3:01 p.m. to 12:00 p.m.	\$12.00	\$ 23.00
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	\$23.00	\$ 41.00

- d) Maximum one meal allowed per normal work shift.
 - e) Maximum two meals if travel commenced more than one hour before or terminated more than one hour after employee’s assigned work shift.
- 2) Elected Officials (Department Heads or their designees) but not both, attending in-County meetings as part of their job responsibilities, may be reimbursed for meals at a rate consistent with state rates or receipt value. Per IRS ruling, taxable if NO OVERNIGHT stay occurs.

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LODGING

WITH RECEIPTS*

- 1) \$77.00+Tax* - State lodging rate, other than those specifically listed as high cost areas: Big Sky/West Yellowstone – Gallatin County, Butte - Silver Bow County, Helena – Lewis & Clark County, Missoula – Missoula County, Polson – Lake County, and Kalispell – Flathead County.

*EXCESS CHARGES WILL BE CONSIDERED ON AN INDIVIDUAL BASIS.

WITHOUT RECEIPTS \$12.00

- 1) All claims for lodging will be reimbursed at the single rate and must be accompanied by appropriate receipts. In the event someone is accompanied by spouse or family member, the lodging invoice must have a notation as to the single room rate and appropriate adjustment for room taxes.
- 2) When other than commercial, non-receiptable lodging facilities are utilized while on official County business, \$12.00 will be allowed for each day which involves an overnight stay.

CLAIMS

Claims require a brief explanation of nature of trip(s) and all proper documentation and explanation of excess state lodging charges. List destination or beginning and ending odometer readings.

Claim must be signed by claimant, must be approved & signed by department head, and must be coded to the proper budget line-item. All documentation must be attached to claim form. Claim is then submitted to Clerk & Recorder's Office to be processed.