

7.7 REIMBURSABLE EXPENSES

Employees may be reimbursed for traveling on official County business with a private automobile at the rate approved by the Board of Supervisors. The County does not provide any form of comprehensive collision or liability insurance coverage on personally owned automobiles. Employees receiving mileage reimbursement for use of automobiles for County business shall furnish proof of automotive liability insurance as provided in Section 7.3 of this handbook to offices where required.

Meals, lodging, and other reasonable expenses incurred by employees while on County business will be reimbursed when employees are required to travel outside Sac County. Expenses for alcoholic beverages and tips will not be reimbursed. The payroll clerk will follow all applicable Internal Revenue Service regulations regarding reporting of reimbursed expenses. Employees may claim reimbursement for lodging, and incidentals at actual costs in accordance with the following:

Charges for lodging will be reimbursed for a conference seminar, meeting, etc., for those nights when the event is actually in session and the night immediately preceding the session if travel to the site is not practical on the day of the session. Meals on a day-to-day basis will not be reimbursed. In the case of meal expenses incurred for a conference, seminar, and meetings, the cost of meals will be reimbursed. In the event that meals are included in any registration or tuition fee, other charges for meals shall not be allowed.

It shall be the responsibility of the employee's supervisor to review the expense report and assure that the expense is not a substitute for that which would normally be incurred by the employee in day-to-day personal expenses. Any employee of the County who is required to travel by air shall be authorized to travel only on tourist accommodations. However, if these accommodations are not available, and it is important that the employee travel at that time, he or she shall be allowed to accept those accommodations that are available.

An approved travel log indicating date of travel, origin and destination, and general purpose of the trip shall accompany employee claims for reimbursement of travel expenses