

## ALLEGAN COUNTY EMPLOYEE HANDBOOK

**Category:** Employee Benefit Policy  
**Number:** 511  
**Approved:** February 10, 2005, supersedes prior policy  
**Subject:** TRAVEL AND TRAINING

1. **GENERAL**: Allegan County supports employee training for work related purposes to the extent of the departmental budgets. Where employees are required to travel for work or work related training, reimbursement will be provided.
2. **MILEAGE**: Mileage reimbursement will be at the rate approved by the Allegan County Board of Commissioners through the budgetary process each year. Non-exempt employees who are required to travel as part of their workday will be paid their normal wage for those hours spent in travel.
3. **TRAINING EXPENSE**: The cost of registration or fees to attend training or conferences is subject to each departmental budget and must be approved by the department head.
4. **MEALS/LODGING/TRANSPORTATION**: While on approved County business or training outside of Allegan County, an employee will be reimbursed for reasonable expenses for meals, transportation, and lodging, as established by the Board of Commissioners. Employees must seek to use the least costly travel method available. For travel during a single trip involving over one thousand (1,000) round trip miles, employees who choose to drive personal vehicles will be reimbursed for the lesser of the cost of actual gas consumption or the quoted rate of a round trip airfare to the same destination.
5. **OTHER EXPENSES**: Reasonable taxi fares are reimbursable as a means of travel from and to return to airports, and traveling between conference and hotel sites. Parking fees, phone calls for county business (including faxes), and automobile rental will also be reimbursed to the extent it is a reasonable and necessary expense.
6. **DOCUMENTATION AND REIMBURSEMENT**: Receipts must be attached to a County Travel Expense Voucher when submitted for audit and reimbursement. This provision does not include the purchase of alcoholic beverages, tobacco or any goods or services illegal in nature to unallowable by law, or in-room movies while on County business. Forms can be obtained by contacting the Budget and Finance Department.