



# Hays County

# Travel Policy

*Adopted March 16, 1999*

<sup>1</sup> *Amended October 26, 1999*

<sup>2</sup> *Amended August 20, 2002*

<sup>3</sup> *Amended May 6, 2008*

<sup>4</sup> *Amended January 29, 2013*

<sup>5</sup> *Amended October 15, 2024*

## HAYS COUNTY TRAVEL POLICY

The following policy is adopted by the Hays County Commissioners Court on the 16th day of March, 1999 and takes the place of any previous county travel policy adopted by any previous Commissioners Courts.

### GENERAL DEFINITIONS

1. Educational Travel means a travel reimbursement paid to county employees who travel out-of-county for official educational seminars, conferences, and meetings. Travel expense forms must be submitted to claim reimbursement for educational travel. Items included on travel expense forms include meals, lodging, airline fares, use of personal auto, public transportation, and conference registration fees.
2. Law Enforcement Travel means travel by county law enforcement and correction departments. These travel expenses are associated directly to the transporting of prisoners or probationers, investigations, etc.
3. Actual Expense means the actual cost of any allowable travel expense supported by proper receipts or statements.
4. Authorized Signature means the signature of a department head, elected official, or employee authorized to approve claims for a county official whose authorization is on file with the County Auditor.
5. Official County Business means business in which county employees participation is recognized by the County Commissioners Court as being official business of the county.
6. Traveling County Employee means the elected official, department head, or employee traveling on official county business who accrues expenses to be reimbursed by the county.
7. Auditor means the County Auditor and his designated staff.
8. County Official or County Employee means any county employee who is authorized to travel on official county business.
9. Travel Expense Forms means the expense forms used to report all actual or estimated travel expenses for official county business to be submitted to the County Auditor for reimbursement of travel expenses.
10. IRS Rate means the mileage rate set by the Internal Revenue Service at the time travel mileage occurred.

## RESPONSIBILITY OF OFFICIALS, DEPARTMENT HEADS AND EMPLOYEES

County Officials and Department Heads are expected to plan the out-of-county travel for themselves and their employees to achieve maximum economy and efficiency. The purpose of the travel should be the same as that travel approved in the individual departmental budgets in any particular fiscal year. All county reimbursed travel must be for OFFICIAL COUNTY BUSINESS ONLY

It is the responsibility of the county official or department head to see that all Travel Expense Forms are properly completed and signed before being sent to the County Auditor.

If a travel advance is requested, it is the responsibility of the county official or department head to see that the form is presented to the County Auditor within the time restrictions set out on the travel forms. When the person receiving the travel advance returns to the county, it is the responsibility of the county official or department head to see that the Employee Travel Expense Form is properly completed and sent to the County Auditor within ten (10) days. A copy of the Conference program must be attached to the travel advance when requesting an advance for a Conference. If the employee receives an advance and fails to complete the Employee Travel Expense Form within ten (10) days, future advances may not be allowed for that employee.

Any refund due the county from the travel advance will be submitted to the County Treasurer and a copy of the Treasurer's receipt will be attached to Employee Travel Expense Form which is sent to the County Auditor.

It is the responsibility of the county official or department head to see that all reimbursement forms to the State of Texas, or any other reimbursing agency other than the county, are promptly submitted to the reimbursing agency, and when reimbursements are received to see that those funds are deposited with the County Treasurer and copies of receipts sent to the County Auditor.

It is the responsibility of the person traveling on official county business to keep all lodging invoices and vouchers to be submitted to the County Auditor on the Employee Travel Expense Form. If the traveling employee requests to be reimbursed for actual expenses for travel-related expenses, that employee must submit supporting invoices or statements with the Employee Travel Expense Form to receive actual reimbursement. Expenses that are not supported by receipts will not be reimbursed.

It is the responsibility of the traveling employee to provide receipts for payments of dues and registration fees in order to be reimbursed.

In the event an official or employee of the county receives an overpayment for travel expenses, that overpayment will immediately be reimbursed to the county.

It is the responsibility of the county official and department head prior to departure to make a request of the Commissioners Court and receive permission for all OUT OF STATE TRAVEL. The Sheriff's Office is exempt from this policy when transferring prisoners or performing criminal investigations. Elected officials are exempt from this policy when traveling out of state for continuing education conferences. <sup>2</sup> The District Attorney's Office is exempt from this policy when traveling out of state travel for criminal investigations. <sup>4</sup>

Any exceptions to this travel policy must be granted by the Commissioners' Court in advance.

## TRAVEL REIMBURSEMENTS

Section 152.011 of the Texas Local Government Code gives the Commissioners Court the authority to set travel expenses and other allowances for all county officials and employees. The Commissioners Court allows reimbursement of travel on official county business when funds have been allocated in departmental budgets for that purpose.

The traveling county employee will be reimbursed for actual expenses incurred while traveling, provided the employee will keep invoices, receipts, and all other documentation supporting the actual expenditures and this documentation is submitted to the County Auditor on the Employee Travel Expense Form.

The traveling county employee must submit receipts, invoices and documentation for the following in order to be reimbursed <sup>1</sup>:

- Airline Tickets
- Automobile Expense Charges for County Vehicles
- Automobile Rentals
- Conference Registration and Fees
- Lodging Statements
- Parking Garage Charges
- Taxi Fares

## MEALS

The County will reimburse for county employee meals only. If the traveling county employee elects to purchase meals for friends or other county officials, that decision will be at the expense of the county employee and will not be reimbursed by the county.

A maximum amount to be reimbursed for meals has been approved by the County Commissioners Court as follows <sup>1,3</sup>:

Morning Meal	\$ 7.00
Noon Meal	13.00
Evening Meal	16.00

The county will not reimburse the traveling county employee for meals that are included in the conference registration fees. If the county employee chooses to eat a meal other than the one provided in the conference registration, that meal will be the personal expense of the employee and will not be reimbursed unless there is a special dietary need that the conference cannot accommodate.<sup>5</sup> The County will not reimburse for any tips.

The county does not reimburse the traveling county employee for any type of alcoholic beverage whether with a meal or not.

On Travel days, in order to claim a meal, an employee must be traveling out of County during the following time period:

	<u>Departure Time</u>	<u>Return Time</u>
Breakfast	<b>Prior</b> to 6:00 a.m.	<b>after</b> 10:00 a.m.
Lunch	<b>Prior</b> to 10:00 a.m.	<b>after</b> 2:00 p.m.
Dinner	<b>Prior</b> to 4:00 p.m.	<b>after</b> 8:00 p.m.

## LODGING

The county will reimburse the traveling county employee for the actual cost of moderately priced lodging while traveling on official county business. The county employee will obtain a lodging statement which will be submitted with the Employee Travel Expense Form when the employee returns to the county. The county will not pay for lodging unless the meeting/conference site is at least 45 miles from the employee's office. Elected officials are exempt from the 45 mile distance policy. <sup>2</sup>

If the registration fee includes lodging, the county will not reimburse the employee for lodging elsewhere unless advance approval is obtained from the Commissioner's Court.

Those items which will be reimbursed on the hotel statement are:

- Business Telephone Calls
- Daily Room Charges
- Hotel Parking
- Necessary Hotel Charges
- Meal Charges (not to exceed the maximum amounts)

Those items which WILL NOT BE REIMBURSED on the hotel statement are:

- Alcoholic beverage charges
- Hotel Club charges
- Movies and personal phone calls
- Personal expense items such as cleaning or laundry
- Recreation Facilities use charges

The county employee may obtain a travel advance for lodging. If the actual lodging charges are more than the travel advance, the employee will be reimbursed for the difference upon proper submission of Employee Travel Expense Form. If the actual lodging charges are less than the travel advance, the employee will reimburse the county for the difference within ten (10) days after returning to the County.

Depending on travel arrangements, the county will reimburse the traveling county employee for a maximum of one-day lodging prior to the start of a conference or seminar, lodging during the time the conference or seminar is in session, and a maximum of one-day lodging after the end of the conference or seminar if travel distance will not allow the employee to reach their destination to or from the conference at a reasonable hour. Any additional lodging will be at the expense of the county employee unless proof is presented that the additional lodging is a result of extended county business.

For budget savings, County employees traveling together may at their discretion, share lodging accommodations; however, there is no requirement that employees do so.

## LOCAL TRANSPORTATION EXPENSE REIMBURSEMENT

Several departments in the county require their employees to travel within the county on official county business. When a county employee uses a personal automobile for this purpose, the employee may be reimbursed for use of personal auto on official county business at the IRS rate per mile.

Before an employee may be reimbursed for local transportation there must first be a departmental budget allocation for Travel. This allocation will be made during budget hearings or through a budget amendment made by the Commissioners Court.

When there is a departmental budget allocation, the county employee requesting reimbursement for local transportation expense must complete a form for this purpose and submit it to the County Auditor for reimbursement. The form to be used is the Automobile Mileage Reimbursement Form. A supply of these forms is available in the County Auditor's Office.

Reimbursement for local transportation is made from odometer readings on the personal auto and description of the purpose of the official county business. A copy of the Automobile Mileage Reimbursement Form is attached to this policy.

## APPROVED TYPES OF TRANSPORTATION

**COMMERCIAL AIRLINES** - Commercial airlines are normally the most economical mode of transportation, especially for out-of-state travel. Traveling county employees are encouraged to take advantage of reduced rates for advance reservations. Airline tickets may be paid for in advance directly to the airline or travel agency if the county employee will submit a Check Request Form when the cost of the airline travel is determined. The county will reimburse at the lowest available airline fare for the most direct airline route.

**TAXI AND BUS FARES** - The traveling county employee will obtain receipts for taxi or bus fares and will be reimbursed by the county for those fares relating to county business. Receipts or statements will be submitted to the County Auditor along with Employee Travel Expense Form upon return to the county.

**AUTO RENTAL** - When it is necessary, or when it is more economical to rent a car than to utilize public transportation, the traveling county employee on official county business is entitled to reimbursement for the actual cost of renting the vehicle, including motor fuel and collision damage waiver insurance. The county will reimburse for a mid-size or small size car only. Car rental agreements, along with copies of receipts for fuel and other auto expenses must be submitted to the County Auditor on Employee Travel Expense Form for reimbursement to the traveling county employee.

**PERSONAL AUTOMOBILES** - The county will pay the traveling county employee the IRS rate for each mile of use of their personal automobile while traveling in state, on out-of-county official county business. The mileage payment will be based on the most direct route from the county to destination where county business takes place plus a reasonable reimbursement for business mileage traveled while at the destination. No other automobile expense will be paid to the traveling county employee other than the fixed price per mile as set by IRS and adopted by the Commissioners Court. All out-of-state travel on official county business will be reimbursed at commercial airline rates. All mileage is calculated from the employees County office.

**COUNTY OWNED AUTOS** - The County will only pay actual expenses, such as gas, oil or other such maintenance items. Receipts are required for all of these items.

**OTHER:** Employees will not be reimbursed for transportation expenses for any activity in which travel is provided for conference participants and included in the conference registration fee.

## TRAVEL EXPENSE FORMS

The following Travel Expense Forms are used by the county to report travel expenses for official county business.

Employee Travel Expense Form must be completed for ALL requests for reimbursement for official county business travel. Expense forms must be brought forward to this form. If a travel advance is made, this form must be filed in order to relieve the employee from liability to the county for any travel advances received.

Prisoner Transfer Travel Expense Form must be completed for all requests for reimbursement for transporting prisoners and is of primary concern to the Sheriff and Probation Departments. This form may be used for travel advance for transporting prisoners but in any case, the total of this form must be transferred to Travel Expense Form for final request for reimbursement.

Travel Advance Form must be completed for all requests for travel advances. This form must be received by the County Auditor no later than 5:00 p.m. on the Tuesday two weeks prior to the required business trip. Employee Travel Expense Form MUST ALWAYS be submitted on all advance requests after employee returns from official county travel.

Automobile Mileage Reimbursement Form must be completed for all requests for reimbursement for travel performed within the county on a monthly basis.

Check Request Form must be completed if you prefer the County Auditor to make payment directly to the vendor for the cost of hotel, registration, airline, etc. This is the preferred method of payment to these vendors but must be presented to the County Auditor in sufficient time to meet the payment deadline as required by each vendor.

Samples of all five of the travel expenses forms follow this page.



NAME OF PERSON SUBMITTING REPORT: \_\_\_\_\_

NAME OF DEPARTMENT: \_\_\_\_\_

PURPOSE OF TRAVEL: \_\_\_\_\_

DESTINATION: \_\_\_\_\_ DEPARTURE DATE/TIME: \_\_\_\_\_ RETURN DATE/TIME: \_\_\_\_\_

**MEALS AND LODGING:** Meals are reimbursed at the flat rate listed. **\*Please note that all meals are taxable as wages when travel does not include overnight stay. Taxes will be withheld through payroll on your month end paycheck.** Receipts for all other expenses are necessary for reimbursement. **Please attach a copy of the Conference/Meeting Program. Departure/Return time must be completed in order to process.**

DATE	BREAKFAST (\$7.00 per day)	LUNCH (\$13.00 per day)	DINNER (\$16.00 per day)	ACTUAL LODGING EXPENSE	DAILY TOTAL
	*Meal reimbursements are taxable wages if not traveling overnight.				

TOTAL MEALS AND LODGING: \_\_\_\_\_

**TRAVEL AND TRANSPORTATION**

Airline, Bus, Train (attach travel ticket) \_\_\_\_\_

Personal Auto \_\_\_\_\_ Miles @ \_\_\_\_\_ Cents per Mile (shortest route): \_\_\_\_\_

Other Travel or Transportation Expense (complete in detail-attach receipts): \_\_\_\_\_

TOTAL TRAVEL AND TRANSPORTATION: \_\_\_\_\_

**OTHER EXPENSES**

Conference Registration (attach receipts and copy of program): \_\_\_\_\_

Other Expense (explain and attach receipts): \_\_\_\_\_

TOTAL OTHER EXPENSES: \_\_\_\_\_

TOTAL THIS TRAVEL EXPENSE FORM: \_\_\_\_\_

TOTAL PRISONER EXPENSE FORM (IF APPLICABLE): \_\_\_\_\_

DEDUCT TRAVEL ADVANCE: \_\_\_\_\_

REQUEST FOR REIMBURSEMENT - OR (DUE TO COUNTY): \_\_\_\_\_

**CERTIFICATION BY EMPLOYEE:**

"I certify that the expenses as shown on this form are true and correct statements of expenses incurred by me while traveling on official county business."

\_\_\_\_\_  
Signature of Employee\_\_\_\_\_  
Date**CERTIFICATION OF OFFICIAL OR DEPARTMENT HEAD:**

"I certify that the above named employee received proper authorization for official county travel. I have examined the request for reimbursement and approve the same for payment."

NAME OF PERSON SUBMITTING REPORT: \_\_\_\_\_

NAME OF DEPARTMENT: \_\_\_\_\_

EXPENSES INCURRED IN TRANSPORTING PRISONERS

NAME OF PRISONER: \_\_\_\_\_ CASE NUMBER: \_\_\_\_\_

NAME OF PRISONER: \_\_\_\_\_ CASE NUMBER: \_\_\_\_\_

NAME OF PRISONER: \_\_\_\_\_ CASE NUMBER: \_\_\_\_\_

PRISONER(S) TRANSPORTED FROM: \_\_\_\_\_ TO: \_\_\_\_\_

DATE/TIME OF DEPARTURE: \_\_\_\_\_ DATE/TIME ARRIVED AT DESTINATION: \_\_\_\_\_

MEALS AND LODGING:

DATE	MORNING MEAL ACTUAL	NOON MEAL ACTUAL	EVENING MEAL ACTUAL	ACTUAL LODGING EXPENSE	DAILY TOTAL

TOTAL PRISONERS MEALS AND LODGING: \_\_\_\_\_

TRAVEL AND TRANSPORTATION

Airline, Bus, Train (attach Travel Ticket) \_\_\_\_\_

Other Travel or Transportation Expense (Complete In Detail-Attach receipts): \_\_\_\_\_

TOTAL TRAVEL AND TRANSPORTATION: \_\_\_\_\_

OTHER EXPENSES

Other Expenses (Explain and Attach Receipts): \_\_\_\_\_

TOTAL OTHER EXPENSES: \_\_\_\_\_

TOTAL PRISONER EXPENSE FORM: \_\_\_\_\_

THE TOTAL OF THIS FORM MUST BE CARRIED FORWARD TO TRAVEL EXPENSE FORM AND SUBMITTED TO THE COUNTY AUDITOR FOR PAYMENT.

NAME OF PERSON SUBMITTING REPORT: \_\_\_\_\_

NAME OF DEPARTMENT: \_\_\_\_\_

PURPOSE OF TRAVEL: \_\_\_\_\_

DESTINATION: \_\_\_\_\_ DEPARTURE DATE/TIME: \_\_\_\_\_ RETURN DATE/TIME: \_\_\_\_\_

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NOTE: In order to receive an advance on travel expense, this form must be completed and submitted to the County Auditor no later than 12:00 p.m. on the Tuesday, two weeks prior to the travel date. Upon return to the county, an Employee Travel Expense Form must be completed and submitted to the County Auditor along with any refund due the county or added expenses incurred. **\*Please note that all meals are taxable as wages when travel does not include overnight stay. Taxes will be withheld through payroll on your month end paycheck.**

ESTIMATED MEALS AND LODGING: (You must attach a copy of the Conference/Meeting Program)

DATE	BREAKFAST (\$7.00 per day)	LUNCH (\$13.00 per day)	DINNER (\$16.00 per day)	ACTUAL LODGING EXPENSE	DAILY TOTAL
	<b>*Meal reimbursements are taxable wages if not traveling overnight.</b>				

TOTAL ESTIMATED MEALS AND LODGING: \_\_\_\_\_

ESTIMATED TRAVEL AND TRANSPORTATION

Airline, Bus, Train (attach supporting requests information) \_\_\_\_\_

Personal Auto \_\_\_\_\_ Miles @ \_\_\_\_\_ Cents per Mile (shortest route): \_\_\_\_\_

TOTAL ESTIMATED TRAVEL AND TRANSPORTATION: \_\_\_\_\_

ESTIMATED OTHER EXPENSES

Conference Registration (attach supporting requests information): \_\_\_\_\_

Other Expense (explain in detail): \_\_\_\_\_

TOTAL ESTIMATED OTHER EXPENSES: \_\_\_\_\_

TOTAL REQUESTED FOR EXPENSE ADVANCE: \_\_\_\_\_

STATEMENT OF OFFICIAL OR DEPARTMENT HEAD:

"The above named employee is hereby authorized to submit this advance travel expense form for the purpose stated hereon."

\_\_\_\_\_  
Signature of Official or Department Head

NOTE: UPON RETURN TO THE COUNTY AND WITHIN 10 DAYS, THE EMPLOYEE TRAVEL EXPENSE FORM MUST BE COMPLETED AND SUBMITTED TO THE COUNTY AUDITOR ALONG WITH ANY REFUND DUE THE COUNTY. ALL REQUESTS FOR REIMBURSEMENTS MUST BE SUBSTANTIATED WITH RECEIPTS.

## AUTOMOBILE MILEAGE REIMBURSEMENT

NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

PERIOD FOR WHICH CLAIMED \_\_\_\_\_ TO \_\_\_\_\_

[illegible]

MILES TRAVELED @	CENTS PER MILE	\$
100	10	1.00
200	10	2.00
300	10	3.00
400	10	4.00
500	10	5.00
600	10	6.00
700	10	7.00
800	10	8.00
900	10	9.00
1000	10	10.00

I HEREBY CERTIFY THAT THE ABOVE AUTOMOBILE MILEAGE OF \_\_\_\_\_ WAS DRIVEN BY ME IN MY PERSONALLY OWNED VEHICLE IN THE PERFORMANCE OF MY OFFICIAL DUTIES AND IS DUE ME BY HAYS COUNTY.

DATE SUBMITTED

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SIGNATURE \_\_\_\_\_

DEPARTMENT HEAD APPROVAL

HAYS COUNTY, TEXAS  
REQUEST FOR REIMBURSEMENT/CHECK REQUEST

PAYEE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

REASON FOR CHECK REQUEST: \_\_\_\_\_

DESCRIPTION

AMOUNT

\_\_\_\_\_  
TOTAL \$           

APPROVAL _____ DATE _____ PROJECT OR JOB LOCATION _____ BUDGET ACCT # _____
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## TRAVEL EXAMPLES TO HELP ANSWER YOUR QUESTIONS

You are a county department head. You have budgeted for your state association conference which will be held this year in Dallas. The conference is scheduled to start on Wednesday morning and will last through Friday.

You receive a copy of your association conference program telling you the dates the conference will be held and containing pre-registration information. You decide you will fly Southwest Airlines. If you make your reservation now, you will have the benefit of a reduced airfare.

QUESTION: WILL THE COUNTY PAY FOR MY ADVANCE RESERVATION ON SOUTHWEST AIRLINES?

ANSWER: The county will pay for advance airline reservation fares. When the airline fare is determined, you should complete the Check Request Form and send it to the County Auditor no later than 5 p.m. on the Tuesday two weeks prior to the date the check is needed to be received by the vendor.

QUESTION: WILL THE COUNTY PAY ADVANCE CONFERENCE REGISTRATION?

ANSWER: The county will pay the conference registration directly to the conference if it is submitted to the County Auditor's Office in time to process it within the conference deadlines for registration. Otherwise you must obtain a receipt at the time of registration to show proof of payment. As in the previous question, the Check Request Form will be submitted to the County Auditor if the registration fees are being paid directly to the conference. If the employee pays for the registration fees the employee will be reimbursed on the employee Travel Expense Form. You must attach a copy of the conference program to the travel expense form which will show the conference registration fees and what the fees cover.

Two weeks before you are to depart for your conference, you decide you will need a travel advance for meals and lodging.

QUESTION: WILL THE COUNTY ADVANCE MONEY FOR MEALS AND LODGING?

ANSWER: The county will advance you for meals and lodging. Here again, you will be required to file the Travel Advance Expense Form to receive this advance. You will use the estimated cost for meals and lodging to complete the travel form. Since the county has already advanced you for your conference registration and two meals were included in the registration fee, you will not ask for travel advance for those two meals. Since you will arrive at the conference on Tuesday afternoon, you may ask for lodging advance for Tuesday evening if the Conference begins too early Wednesday to allow for reasonable time for travel. You are scheduled to return on Friday evening so you will not ask for lodging reimbursement for Friday.

When I arrive in Dallas, I will need transportation to the conference hotel.

QUESTION: WILL THE COUNTY PAY FOR MY TRANSPORTATION TO THE HOTEL?

ANSWER: The county will pay for your taxi fare to the hotel PROVIDED you get a receipt for your taxi fare from the cab driver. Almost all local transportation services give receipts for their fares.

After you check into your hotel, you meet with friends and decide to go to a nice restaurant for dinner. You, along with your friends, share a taxi to the restaurant.

QUESTION: WILL THE COUNTY PAY FOR MY PORTION OF THE TAXI FARE TO AND FROM THE RESTAURANT?

ANSWER: The county will reimburse only those items which are for official county business. Your taking a taxi to a nice restaurant for dinner is not classified as official county business..

When you get to the restaurant, you enjoy the hospitality and dinner. Your total bill for the evening was \$25.00, including tips.

QUESTION: WILL THE COUNTY REIMBURSE ME FOR THIS MEAL?

ANSWER: The county will reimburse you the flat rate of \$16.00 for dinner. The county will not pay for any other meal other than your own and will not reimburse for any alcoholic beverage cost or tips.

After dinner, you and your friends go to a local theater for entertainment.

QUESTION: WILL THE COUNTY REIMBURSE ME FOR ENTERTAINMENT COSTS?

ANSWER: The county will not reimburse you for personal entertainment unless the entertainment is part of the conference registration fee that is paid for by the county when registration fees are paid.

On Wednesday morning, you order room service for breakfast.

QUESTION: WILL THE COUNTY REIMBURSE ME FOR ROOM SERVICE?

ANSWER: The county will reimburse you for the actual cost of the meals up to the maximum amounts stated in the policy. The maximum amount allowed for breakfast is \$7.00.

You attended the conference meeting all day today. Although there is a banquet tonight, and the banquet is provided through the conference registration fee, you and some of your friends decide to go back to that excellent restaurant you visited last night.

QUESTION: WILL THE COUNTY REIMBURSE ME FOR THIS EVENING MEAL?

ANSWER: The county will not reimburse you for your meal this evening because the county has already paid for your meal through registration fees. The meal this evening is on you!

You call in to your office each day you are attending the conference to see if there are any problems. The phone calls are charged to your room.

QUESTION: WILL THE COUNTY REIMBURSE ME FOR THOSE PHONE CALLS?

ANSWER: The county will reimburse you for telephone calls made that are considered official county business calls. The county will not reimburse you for calls made to your home to check on your family.

After the conference on Friday, you decide to spend the next two days in Dallas and return to San Marcos on Sunday.

QUESTION: WILL THE COUNTY REIMBURSE ME FOR MEALS AND LODGING AFTER THE CONFERENCE HAS ENDED?

ANSWER: If your extended stay has to do with official county business, the county will reimburse you for the extra meals and lodging. Examples of official county business may be that you are an officer in your association and you are required to extend your stay for additional meetings, or you will be meeting with your state senator or representative concerning the operation of your county. If your extended stay has to do with your own personal R&R, however, the extra cost would be yours and not Hays County's and therefore would not be reimbursed.

When checking in and out of the hotel, and riding back to the airport in the hotel limo, you give tips to the bellman and drivers.

QUESTION: WILL THE COUNTY REIMBURSE ME FOR TIPS?

ANSWER: The county will not reimburse you for any tips.

When you return home, you must pay parking garage fees at the airport.

QUESTION: WILL THE COUNTY REIMBURSE ME FOR AIRPORT PARKING FEES?

ANSWER: The county will pay for airport parking while you are away on official county business. Keep your receipt and attach it to your reimbursement request.

QUESTION: Will the County pay for the miles traveled in my personal vehicle to and from the Austin Airport even if I live in Wimberley and work in San Marcos?

ANSWER: Yes the County will pay for your mileage at the IRS rate but the mileage begins and ends from your office in San Marcos.

You are now back and want to be reimbursed for your travel expense.

QUESTION: HOW CAN I BE REIMBURSED FOR ACTUAL TRAVEL EXPENSES?

ANSWER: You must now file Employee Travel Expense Form supporting all of the requests you have made for reimbursement. You will deduct any advance travel expense funds you have received on the line provided on Employee Travel Expense Form. If you have problems with your Travel Expense Form, you will want to bring all of your travel receipts and documentation to the County Auditors office for assistance. Remember, Employee Travel Expense Forms MUST BE FILED NO LATER THAT 10 DAYS AFTER YOU RETURN TO THE COUNTY.

**Amendments Made to the Hays County Travel Policy:**

<sup>1</sup> *The Commissioners' Court amended the travel policy on October 26, 1999 to amend the travel policy to allow for a \$25 per diem (\$5 for breakfast, \$9 for lunch, and \$11 for dinner) for meals at any extended trips without providing receipts effective immediately.*

<sup>2</sup> *The Commissioners' Court amended the travel policy on August 20, 2002 and exempted elected officials from the 45 mile distance rule for reimbursement of overnight lodging. Elected officials were also exempted from requiring court approval for continuing education conferences that are held out of state.*

<sup>3</sup> *The Commissioners' Court amended the travel policy on May 6, 2008 and increased the meal allowance from \$5.00 for breakfast, \$9.00 for lunch, and \$11 for dinner to \$7.00 for breakfast, \$13.00 for lunch, and \$16.00 for dinner.*

<sup>4</sup> *The Commissioners' Court amended the travel policy on January 29, 2013 and exempted the District Attorney's Office from requiring court approval for out of state travel related to criminal investigations.*

<sup>5</sup> *The Commissioners' Court amended the travel policy on October 15, 2024 and allows meal per diem for special dietary needs only when the conference cannot accommodate the special dietary need.*