

County of Gloucester
Human Resources Manual

CHAPTER:	9 – GENERAL RULES AND REGULATIONS	ADOPTED: 3/7/06
SECTION:	10 – TRAVEL AND REIMBURSEMENT FOR EXPENSES	REVISED: 5/22/24

Employees who receive advance approval from their department head will be reimbursed for legitimate reasonable expenses, including travel expenses associated with the use of a personal vehicle. Reimbursements include General Expenses (as per negotiated contract); Mileage Expenses (as per negotiated contract and IRS regulations); and Tolls and Parking Expenses. All requests for such reimbursement must be itemized and accompanied by receipts. Mileage reimbursement requests should be based on actual miles traveled and exclusive of travel to and from the employee's work station site. Please note that, in accordance with IRS regulations, an Employee is not eligible for mileage reimbursement when a County vehicle is made available to the Employee and instead of using the County vehicle provided for this purpose, the Employee opts to use his/her own vehicle. In this case, the Employee is not eligible for mileage reimbursement.

Employees should also refer to HR Manual 7.4 regarding the approval process for leaving the primary work site on County business.

HR 9.10 Request for Reimbursement Form is provided for the Employee to use in seeking reimbursement for expenses not associated with overnight stay.

In the event any employee is required to travel in the course of his/her employment and said travel includes overnight stay, regardless of the source of funding (ie., County funded or grant funded), he/she shall follow the guidelines detailed below (consistent with the Purchasing Procedures Manual):

All requests for travel expenses that include overnight stay first must be pre-approved by the Department Head prior to the event. Once the Department Head approves the travel, the Travel Request Form should be completed and the subsequent approvals from the Treasurer, Commissioner Liaison, Commissioner Director and County Administrator must be obtained. Department Heads when seeking approval of travel inclusive of overnight stay shall proceed directly to this step.

In order to get reimbursed for costs associated with per-approved travel expenses, a purchase requisition must be submitted to the Purchasing Department along with the appropriate form. For travel costs related to overnight stay, this requisition must be submitted with enough time being allowed for arrangements to be made.

All requests for reimbursement must be submitted in a timely fashion but in no case should requisitions lapse over 90 days. Please do not submit claims for reimbursements until they have reached a total of \$25.00. Once this amount is reached, you have until the

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end of the following month to submit the requisition. Any expenses incurred during the month of December must be submitted by January 30th of the following year. Failure to submit a timely claim may result in denial of your reimbursement.

Employee:

Seeks approval for expenses prior to incurring the costs.

For costs associated with overnight stay, utilizes HR 9.10 Travel Request Form.

For costs not associated with overnight stay, utilizes the HR 9.10 – Request for Reimbursement Form.

Department Head/Designee:

Approves or disapproves employee travel and expense requests.

Submits to the appropriate parties the Travel Request Form for any travel costs associated with overnight stay.