

ST. CLAIR COUNTY COMMISSION
POLICY # 68
REIMBURSEMENT POLICY

POLICY REGARDING REIMBURSEMENT OF EXPENSES

Financial reimbursement to County officials and/or appointees attending any conferences, training, meetings, etc. shall be approved according to St. Clair County Policy #3. Said reimbursements for travel, meals, lodging, and other expenses related to county business shall be approved and prior to their incurrence and made in accordance with the St. Clair County Commission's reimbursement policy as follows:

Reimbursements should be filed with the St. Clair County Commission immediately after returning from approved reimbursable event. The date(s), location of travel, business conducted (copy of program, agenda, etc.) should be made a part of reimbursement documentation. Failure to provide the above documentation will result in denial of reimbursement.

Travel:

Reimbursement for traveling in your personal vehicle will be based on a per mile allowance rate adopted by the St. Clair County Commission under the IRS allowed rate. Travel allowances shall be reimbursed and paid only to employees traveling in privately owned vehicles and shall not be paid in advance. It is the employee's responsibility to carry adequate liability/comprehensive/collision insurance coverage on their personal automobile and under no circumstance will St. Clair County be held liable for any accident or other occurrence while employee is traveling on county business.

If approved, mileage shall be calculated based upon the shorter of the round-trip distance from the employee's base (the building or area the employee reports to 75% of the time, St. Clair County Courthouse, Pell City, St. Clair County Sheriff Office, Ashville, etc.) to the approved destination or from employee's home to the approved destination. Travel does not include additional mileage for personal activities while at your assignment.

Meals:

If approved, the original itemized meal receipt or credit card receipt shall be retained and submitted for reimbursement. Only meals for county officials, appointees and/or employees will be reimbursed. If more than one person is on the meal ticket, the official, appointee or employee's part should be identified for reimbursement.

Lodging:

If approved, a copy of the itemized motel bill and/or credit card receipt should be retained for accounting and auditing purposes. Single rate will only be paid unless employee can show a group or conference rate.

Reimbursements should be filed with the St. Clair County Commission immediately after returning from assignment. The date(s) location of travel, business conducted (copy of program, agenda, etc.) should be made a part of reimbursement documentation. Failure to provide the above documentation will result in denial of reimbursement.

If an employee obligates the County to provide lodging by committing to an approved applicable event requiring the same and is thereafter unable or unwilling to attend, the employee will be required to reimburse the County for the costs associated with said lodging. Employees shall be allowed to purchase travel insurance to cover the costs of any lodging should the employee be unable to attend an approved applicable event where lodging is required to cover the County's costs associated with the same. Should an employee choose not to purchase said insurance, the County will work in good faith to find an appropriate replacement to go in the employee's place, but should no such employee exist or be available, the employee will be required to reimburse the County for the cost of said lodging. The Commission may consider exceptions to this policy on a case-by-case basis in exigent circumstances.

ADOPTED and **APPROVED**, this the 28 day of June, 2022.