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TO: ALL SHERIFF'S OFFICE PERSONNEL
FROM: SHERIFF RICHARD A. RANDALL
COPIES: FILE
SUBJECT: TRAVEL EXPENSES
DATE: February 1st, 2008

Travel Expenses

It is the policy of the Kendall County Sheriff's Office to provide for the payment of necessary and reasonable expenses for required or authorized travel, and/or local attendance of conferences, training or seminars of Sheriff's Office employees and authorized volunteers.

DEFINITIONS:

Sheriff's Office Employees: For the purpose of this policy, Sheriff's Office employees are full time, part time, hourly and authorized volunteers.

Travel expenses may be paid for in advance, purchased with the Kendall County Sheriff's Office Purchase/Credit card or reimbursed. These expenses may include but are not limited to: The cost of a meals, lodging/accommodations, training class costs, rental vehicles, personal vehicle mileage, etc.

Meals: The Kendall County Sheriff's Office will adhere to a Per Diem method for meal expenses. Funds advanced will be at the applicable per diem rate (NO receipts required) or reimbursed (receipts required) on a 24-hour day rate. If a Kendall County Sheriff's Office Purchase/Credit card is used for payment all original receipts will be submitted to the Office Manager through the Chain of Command.

Meals and Incidental Expenses (M&IE)

Employees of the Kendall County Sheriff's Office traveling overnight will be reimbursed for Meals and Incidental Expenses according to the Federal Per Diem Meals and Incidental Expenses rate for the destination where the event takes place. The \$3 incidental expense allowance is only reimbursable during overnight official business travel. Funds will be advanced (NO receipts required) or reimbursed on a 24-hour day rate. (Per Diem and Meal rates can be found at the GSA WEB site: <http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0>)

If meals are provided at no cost in conjunction with travel events (i.e. lunch provided at a conference), and the employee consumes the meal, the applicable per diem reimbursement rates shall be reduced by the amount shown for the applicable meal in the Per Diem Table

For departure and return travel days, 75% of the appropriate per diem (including incidentals) will be reimbursed. When meals are included on a travel day, the applicable meal rate should be reduced from the per diem amount before the 25% reduction is calculated.

Necessary meal expenses and incidentals for the extradition of prisoners are reimbursed at the actual cost.

Overnight Travel Advances and Settlements

1. Travel advances shall be issued when appropriate in amounts not less than \$50.
2. Travel advances will be issued in the same fiscal year in which travel occurs.
3. To receive re-imbusement, the traveler/employee must submit a completed Travel Expense Report (See Appendix 1) when an advance is not issued. The Travel Expense Report must be submitted through the chain of command to the Sheriff's Office Manager within three business days of date of return.
4. Travel costs properly accounted for will be reimbursed to the traveler/employee within the next available voucher period when the Sheriff's Office Manager is in receipt of the appropriate form and documentation is submitted through the County Voucher System.

Local Travel

Travelers/employees attending Seminars/Training/Conferences will be reimbursed for mileage in excess of their normal commute to work (at the rate established by the IRS), parking, tolls, and registration fees if they are not prepaid.

1. ***Local Travel Less than 50 Miles (one way) from Traveler's Assigned Work Site –***
Only the lunch meal is authorized for meal reimbursement.
2. ***Local Travel 50 Miles (one way) or More from Traveler's Assigned Work Site –***
Meals will be reimbursed based on the per diem for that destination:
 - a. Employee leaves prior to 6:30 a.m., breakfast will be reimbursed.
 - b. Employee leaves prior to or returns after 12:00 p.m., lunch will be reimbursed.
 - c. Employee returns after 7:30 p.m., dinner will be reimbursed.

PROCEDURES FOR OVERNIGHT TRAVEL

Advances

To receive a travel advance the traveler must complete the Pre-Travel Payment Request. (See Appendix 2)

1. The requested advance amount must be calculated based on calculating the M&IE rate for the location of the event and time frame of the event. This form may be filed by the Sheriff's Office Training Coordinator and will be reviewed by the Sheriff's Chief Deputy.

2. The form should be filed through the chain of command to the Sheriff's Office Manager 20 business days prior to departure date.
3. A check will be returned to the employee by the Office Manager prior to the event date when submitted timely.
4. Picking up checks from the County Treasurer is discouraged but may be allowed under special circumstances. If such a circumstance exists a Memorandum through the Chain of Command must be completed and attached to the Pre-Travel Payment Request.

Personal car use

A. Personal car use is reimbursed at the statutory rate, however, if the employee chooses to drive when travel by air is possible and less expensive, only the lesser amount is paid by the Sheriff's Office.

1. Use of a personal car requires that the employee possess current and valid proof of insurance for the vehicle being used.

Air travel

Commercial air travel is by the most feasible and/or economical fare available. First class air fare is not paid. All commercial air fare will be purchased using an issued Office credit card (Original itemized receipts required.)

Lodging

Overnight lodging is reimbursed at the single room rate unless two or more employees share a room. (Original itemized receipts required.)

Rental cars

Rental cars are paid for when authorized in advance by the Division Commander. Other ground transportation is reimbursed. (Receipts required.)

Training and conference registration fees

Tuition, registration and per diem fees may be paid in advance by submitting the advance per-diem and expenses form at least 20 days in advance of the departure date.

Other and miscellaneous expenses

Receipts for all expenses other than per diem are submitted to the Sheriff's Office finance section through the employee's Division Commander within two working days of return.

Non-reimbursable Expenses

1. Loss of funds or personal belongings
2. Alcoholic beverages

3. Damage to personal vehicles, clothing, or other items unless in the performance of official duties as outlined by Sheriff's Office Policy.

4. Expenses for entertainment, gifts, and expenses for a non-county employee traveling with an employee are not reimbursable.

PURCHASE/CREDIT CARDS:

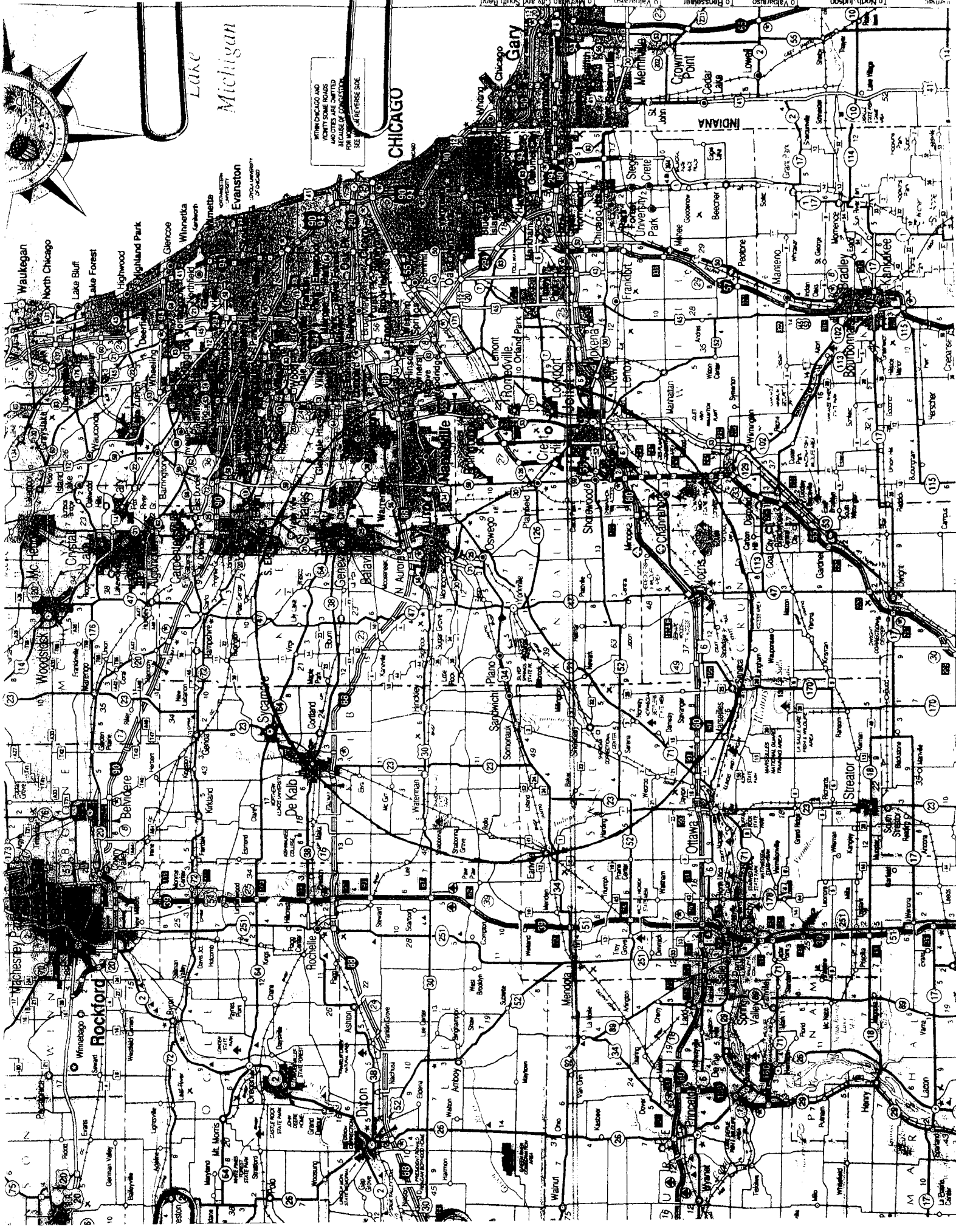
County Purchase Cards may NOT be used in conjunction with per diem to purchase meals during travel. **Original Itemized Receipts** are always required on Purchase Card charges. The County reimburses up to a 15% tip and is included in the per diem rate.

The allowable expenditure for meals charged to Purchase Cards is the same as the allowable Per Diem Rate with the same meal breakdown as allowed for per diem, unless prior authorization has been granted in advance by the Sheriff or his representative.

Do NOT charge alcohol on County Purchase Cards. Alcohol charges are not allowed and are not reimbursable.

Specialized Training Commitments: Certain training opportunities that require a significant amount of time and financial commitment on behalf of the Sheriff's Office, may require a contractual agreement between the employee and the Sheriff's Office outlining an employee's service obligation to the organization and a reimbursement schedule for violation of such contract, prior to attending such training.

Credit cards issued to any member of the Sheriff's Office shall not be utilized for purchases of a personal nature unless under extreme circumstances and approval of the Sheriff.



WITH CHICAGO AND
 VICINITY SOME ROADS
 AND CITIES ARE OMITTED
 BECAUSE OF CONGESTION.
 SEE REVERSE SIDE.

CHICAGO

Lake Michigan

Waukegan
 North Chicago
 Lake Bluff
 Lake Forest
 Highland Park
 Glencoe
 Winnetka
 Evanston

Gary
 Hammond
 South Bend

Rockford
 Dixon
 De Kalb
 Peoria
 Bloomington

Ottawa
 Mendota
 Streator

Rockford
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 Bloomington

Streator
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