

## ALLEGAN COUNTY EMPLOYEE HANDBOOK

<b>Category:</b> Employee Benefit Policy
<b>Number:</b> 511
<b>Established:</b> February 10, 2005
<b>Revised:</b> March 8, 2018, supersedes prior policy
<b>Subject:</b> 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 Budget Policy. 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. Refer to the Budget Policy for travel/mileage requirements.
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.

Respectfully submitted, COMMITTEE ON FINANCE.

Moved by Commissioner Vogelzang, seconded by Commissioner O'Leary, that the report of the Finance Committee be adopted as read. Motion carried by roll call vote: Yeas - 11 votes. Nays - 0 votes. Absent - 2 votes.

14/ HONORABLE BOARD OF COMMISSIONERS OF ALLEGAN COUNTY,

Your Committee on Finance, recommends the following Policy regarding reimbursement for meals during County business:

FINANCE COMMITTEE POLICY-MEALS REIMBURSEMENT

Breakfast.....	\$ 5.00 (including tip)
Lunch.....	\$ 6.00 (including tip)
Dinner.....	\$14.00 (including tip)

TOTAL PER DAY: \$25.00

Receipts for out-of-County meals (excluding alcoholic beverages) must accompany vouchers. Unused amounts are not cumulative from meal to meal.

Respectfully submitted, COMMITTEE ON FINANCE.

Moved by Commissioner O'Leary, seconded by Commissioner Vogelzang, that the report of the Finance Committee be adopted as read. Motion carried by roll call vote: Yeas - 11 votes. Nays - 0 votes. Absent - 2 votes.

15/ HONORABLE BOARD OF COMMISSIONERS OF ALLEGAN COUNTY,

Your Committee on Personnel, to whom was referred the request from the Building and Grounds Department for additional custodial services, recommends that a temporary be contracted through Manpower Temporary Services, for a specified number of hours not to exceed 160 hours per year, for a total amount of \$1,256.00. Funds to be transferred from the Contingencies-Miscellaneous expense (101-890-956.00) to the Youth Home Building-Other Contractual Services account (101-273-818.00).

Respectfully submitted, COMMITTEE ON PERSONNEL

Moved by Commissioner Kammeraad, seconded by Commissioner Sill, that the report of the Personnel Committee be adopted as read. Motion carried by roll call vote: Yeas - 11 votes. Nays - 0 votes. Abstaining - 1 vote. Absent - 1 vote.

16/ HONORABLE BOARD OF COMMISSIONERS OF ALLEGAN COUNTY,

Your Personnel Committee, to whom was referred the matter of