

Polk County Addendum to travel policy

Employee – Any Exempt or non-Exempt individuals employed by Polk County, or employees of the State, including any elected officials, board members, judges, or limited term employees.

Travel Area - Travel must be outside of Polk County with the exception of mileage.

Mileage Rate -Mileage reimbursement will be at the IRS rate with an unavailability slip attached to reimbursement form.

Personal Cars – Mileage reimbursement will be \$.352/mile without an unavailability slip.

Payroll Reimbursement/Driver's License and Proof of Insurance – must be submitted to payroll annually proof of valid driver's license and the minimum auto insurance coverage mandated by law.

Reimbursement Claims - Employees have 60 days after travel expenditure occurs to submit for reimbursement through payroll.

Overnight/non-overnight – Reimbursement claims submitted to payroll must be clearly marked if the reimbursement is for overnight travel or non-overnight travel. If not marked appropriately, it will assume non-overnight.

Volunteers - Travel for volunteers will not be covered.

Credit cards for Law Enforcement Officer's travel - When credit cards are used in travel by law enforcement officials, original itemized receipts which must include vendor, address, and date are required.

Mileage for home visits on the way to or from work – When management determines that an employee's vehicle is required for travel to a work site on the way to or from work, the employee shall be reimbursed for mileage by subtracting the normal commute miles (home to work) from the total miles incurred for the work site. Employees' normal commute distance is the exact miles from home to work. Miles above the normal commute will be reimbursed at IRS rate.