

# **MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL**

## **TRAVEL POLICY**

<b>POLICY NO.</b>	11.1	<b>EFFECTIVE:</b>	01/02/2024
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It is the policy of the County to adequately compensate employees who may be required to travel outside of the corporate limits of the County. This shall include all expenses relating to travel, lodging, eating and other necessary expenses. Travel time is defined as follows for purposes of being compensable:

**A. Home to Work Travel**

An employee who travels from home before the regular workday and returns to his/her home at the end of the workday is engaged in ordinary home to work travel, which is not considered work time.

**B. Call Back or Evening Meeting**

Employees called back to work under Section 4.9 of the Personnel Rules will be reimbursed at the current mileage rate published by the IRS for travel when their personal vehicle is used. Also, all employees who are required to attend evening meetings or other official events after normal business hours may be reimbursed for returning to work and the return trip home.

**C. Home-to-Work On A Special One-Day Assignment**

An employee who regularly works at a fixed location in Madison County is given a special one-day assignment in another city or county and returns home the same day. The time spent in traveling to and returning from the other location is work time, except that the County may deduct/not count that time the employee would normally spend in commuting to the regular work site.

**D. Travel That Is All in A Day's Work**

Time spent by an employee in travel as part of their principal activity, such as travel from job site to job site during the workday, is work time and shall be counted as hours worked.

**E. Travel Away from Home Community**

Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is work time when it cuts across the employee's

workday. The time is counted as hours worked on regular working days during normal working hours and also during corresponding hours on nonworking days. As an enforcement policy the Department of Labor, Wage and Hours Division does not consider as work time that time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile.

#### F. Travel Advances

1. In instances where significant costs may be incurred by the employee, the County may provide a cash advance in an amount to be spent. This advance must be requested no less than seven (7) days prior to the date payment is expected. All such payments must be approved by the County Administrator upon written request by the employee. In lieu of a cash advance, the County Administrator may provide or authorize the use of a County purchase card or credit card. All receipts for the use of such a card shall be provided by the employee upon return from the trip.
2. The County shall require travel reimbursement requests, with detailed receipts attached both for items purchased and charges incurred on either personal or County credit or purchase cards, from employees who travel on County business and seek reimbursement.

#### G. Mileage Reimbursement

In the event that a County vehicle is not available for use, the employee may use his/her personnel vehicle on approval by the County Administrator. The County shall reimburse the employee an amount equal to the current mileage rate published by the IRS as the official mileage reimbursement rate. An employee using their personal vehicle for County business should comply with the State's minimum insurance requirements, and in the case of an accident, the employee's insurance will be the primary insurance carrier. All parking, tolls, fares, etc. will be reimbursed at cost. No traffic or parking violation fines will be reimbursed.

#### H. Meals

##### 1. Meals and Incidental Expenses - Per Diem Reimbursement

When the performance of County business dictates that the employee(s) must be absent from the County for more than eight hours, the County will provide a per diem reimbursement based on the \$45 as the cost of per diem meal and incidental expense reimbursements allowed per the following.

Meals and incidental cost reimbursements as calculated below shall be applied at the following rates for travel of:

- More than 8 hours, but less than 24 hours 75%

- Greater than 24 hours - first and last day of travel 75%
- Greater than 24 hours - on full days of travel 100%

Alternatively, the County Administrator may approve reasonable reimbursement of 100% of the cost of meals associated with travel.

## 2. Meals During Overtime Hours

Employees working emergency overtime in County for more than four hours, and with prior approval of their supervisor, may be reimbursed meals with a valid receipt at the County Administrator's discretion.

## 3. Long Distance Telephone Calls

Long distance personal telephone calls are not allowed from County telephones. In the event of unscheduled overtime (i.e., snow removal, law enforcement emergencies or any other unexpected overtime), calls for notification purposes of a short duration may be made by employees. Any employee abusing this policy or otherwise making unauthorized personal long-distance calls will reimburse the County for these calls and will be subject to disciplinary action under the County's Personnel Policies.