

*Kingman County
Kansas
Personnel Policy Manual*

Policy #23
Training and Out-of-town Travel
(for approved County business)

Commission Approved
Date: 9-11-2017

23 Training and Out-of-Town Traveling (for county business)

- 23.1 The provisions of this policy shall apply to all regular full-time employees with respect to travel, cost reimbursement, and related issues.
- 23.2 Kingman County has established a process by which regular full-time employees shall be compensated for traveling to, attending, and successfully completing certain courses of study, seminars, or activities related to skill-or knowledge-development, when that coursework and/or attendance is approved ahead of time and is undertaken to enhance and/or maintain an employee's job skills. (An exception for a temporary or seasonal employee would have to be approved ahead of time by the Board of County Commissioners.) (BOCC)

Reimbursable/Compensable Activities and Expenses

- 23.3 Potentially reimbursable expenditures include the following: registration and/or tuition fees, lodging, meals, materials and supplies not covered by tuition/registrations, and travel (including air fare or mileage, if use of a County vehicle is not possible or appropriate.)
- 23.4 The employee must seek and receive initial approval from the employee's department head for any travel-, education-, and/or county-required skills-related needs. The BOCC must also approve those potential expenditures.
- 23.5 The following expenditures shall be paid by the county at 100% reimbursement: Registration/tuition, lodging, meals, conference fees, taxi and bus fares, parking fees, toll fees, and other reasonable expenses directly related to accomplishing business travel objectives. Employees are expected to act in the best interests of the county, to be respectful of county expenses, and to make every effort to minimize costs wherever possible, including during those times when lodging and meals may be provided for by the county. (All vouchers submitted for reimbursement of expenses must be accompanied by receipts. In addition – when applicable, the employee will be reimbursed for gratuity not to exceed 15 % of total meal expense. Proof of tip is required.)
- 23.6 For One-day seminars or meetings that would have the employee without means for lunch, the County will reimburse for it only. *(The County will comply with the Internal Revenue Regulations. All meal vouchers will be considered as taxable income to the employee and will be reported as such with appropriate taxes withheld unless it is incidental to overnight travel or when an employee is required to work overtime.)* County credit cards cannot be used for payment of these one-day seminar meeting meals. Department Heads need to note on meal vouchers turned in whether they are taxable or not during the corresponding pay period to be reimbursed. Keep in mind that your lunch time is not compensable as would be the case if you were working your

regular work schedule. Again, permission, receipt of expense, and being respectful of county expenses are required.

23.7 Liquor and alcoholic beverages are not reimbursable. Meals purchased in lieu of meals provided by a conference or seminars are not reimbursable.

23.8 The county recognizes that there are situations in which one mode of travel would be more efficient and economical than another due to time considerations. In those instances, the department head may choose to reimburse employees for a specific mode of travel. The employee will be compensated for their time spent traveling to and from attending required courses, seminars, etc., consistent with guidelines established by Fair Labor Standards Act.

Emphasis is to plan travel within regular work hours and to minimize any overtime or in lieu of time off.

Licensure and Certifications

23.9 When travel is required to obtain county/position-required licensures or certifications, the employee may, with prior approval, use a County vehicle for the purposes of obtaining that document. (See Policy, County – Issued Vehicles.)