

# San Juan County

## Ordinance # 2023- 01

**AN ORDINANCE AMENDING THE SAN JUAN COUNTY PERSONNEL POLICY SECTION 11, REIMBURSEMENT FOR EXPENSE. BY THE ENTITLED BOARD OF SAN JUAN COUNTY COMMISSIONERS.**

**The Board of San Juan County Commissioners ordains as follows:**

**Section I the amendments made herein are designated by making the new/substituted words red. Words being deleted are designated by interlineation**

**Section II. Section 11 of the San Juan County Personnel Policy, Reimbursement for Expense is amended to read as follows:**

## SECTION ELEVEN - REMBURSEMENT FOR EXPENSE

**A. Travel:** Travel expenses associated with authorized trips on County business, for attendance at conventions, conferences, field trips, educational courses or meetings, etc., will be paid by the County. The employee will prepare and provide a travel expense report to the County upon completion of the trip, but not later than one (1) month after return to normal duties. An employee may be accompanied by a spouse on approved County business trips with the understanding that the County will not pay any of the costs incurred by the spouse or be responsible for any liability associated therewith. All absences from work to attend various meeting, training, seminars, conventions, etc., must be approved by the department head/elected official prior to attendance.

1. Out of State Travel: All out of state travel must be pre-approved by the Board of County Commissioners. A "Request for Out of State Travel" for should be completed and signed by the department head and brought to the Board of County Commissioners for pre-approval. In the event of emergency travel that was not pre-approved the Board of County Commissioners should approve the travel immediately upon return. The approved request should be attached to the expense report for reimbursement. Routine travel into adjoining states as part of one's daily

job does not require pre-approval and will not trigger out of state per diem policy stated below.

a. First class accommodations will be utilized only when a lesser rate is not available. If a trip requires a choice of air, ground or other type of travel, reimbursement shall be computed at the lowest rate. An employee may select another option for his/her convenience but reimbursement will be based on the lowest approved rate, unless otherwise approved by the Board of County Commissioners.

b. Per diem rates for meals (minus incidentals), for out of state travel tied to an out of state travel request and approval, shall be reimbursed to the employee at the M&IE Rate set by the U.S. General Services Administration (GSA).

When an employee is traveling on business that is paid by another entity, he/she is not entitled to claim reimbursement from the County. If such travel involves use of a County car, mileage reimbursement received from another entity, shall be paid to the County. Claiming travel expense for the same trip from two or more entities constitutes a felony punishable by fines and jail time.

2. The employee is responsible for all personal charges made on direct billing accounts. This would include, but is not limited to personal telephone calls, meals, in-room movies, laundry and dry cleaning, etc.

**B. Travel Expenses:** Travel expenses must be included in an annual budget for each department anticipating travel as a part of the budget process. Any travel expenses in excess of the amount budgeted must have the approval of the Board of County Commissioners.

**C. Use of Personal Vehicles:** Personal cars may be used for County business, if adjudged advantageous to the County. The reimbursement rate is indicated on the Travel Expense Report. Employees should understand that the County provides no insurance for private vehicles. Employees are required to maintain proper vehicle insurance on vehicles used on County business.

1. **Mileage Reimbursement Rate:** Reimbursement rate for personal vehicle used for approved travel shall be at a rate established by the Board of County Commissioners and allowed by the IRS, which may be adjusted from year to year. Employees anticipating travel may obtain the current reimbursement rate from the ~~Human Resources Department of the County Clerk/Auditor~~. Travel distances will be computed from a standard mileage chart when available. Vehicle odometer readings will be reimbursed for distances not charted, with approval of the

department head/elected official. When necessary, reimbursement for public transportation (air, bus, train) will equal actual cost of fares. Mileage around Salt Lake City, Utah in performance of County business will be reimbursed at the regular rate, but not to exceed fifty (50) miles.

**D. Use of County Vehicles:** Each employee must possess a valid Utah State driver's license before operating a County vehicle. If needed and available, County cars may be scheduled through the County Road Office. Employees will be reimbursed for verifiable (via receipt) expenses such as oil, gas, emergency auto service, and parking fees. An employee using a County car is responsible for assuring that the car interior is cleaned prior to returning the car.

1. Employees required to commute in a County vehicle for valid non-compensatory business reasons may not use a County vehicle for personal use other than commuting.

2. If space is available, an employee's spouse and children, but not friends, can accompany them on a trip in a County car if it does not conflict with employees completing their assigned duties or put the spouse and children in harms way.

a. When an employee is considering out of town travel with their spouse and children, they should evaluate the nature of the trip and what might they be doing after hours. If the employee will be socializing or conducting private business, it may be better that the employee takes a personal vehicle. Also, the employee needs to evaluate the need to take a specialty vehicle.

b. If it is anticipated that the spouse will need to drive the vehicle, the spouse must sign a volunteer agreement with ~~the Human Resources Department~~ and submit their driver's license to the County Risk Manager for review and clearance by the Department of Motor Vehicle prior to trip being taken. If this procedure is not followed and an accident occurs, the employee and spouse will be responsible for damages incurred. Furthermore, it should be understood that by allowing a spouse and children to accompany an employee is not an invitation to unlimited use of County vehicles for personal convenience. It is expected that prudence and good judgement will be exercised when determining ~~what~~ when and how the vehicle will be used.

c. It is the policy of the County that if a spouse and children accompany the employee, it will not be in carrying out the normal day to day duties within the County, but rather on those special occasions when out of town trips are required.

d. On call status employees, such as road deputies, snow removal crew or other similar job related duties will not be allowed to transport spouses or other

family members to social events, church, or other non-work related activities. However, if a specialty vehicle is going out of town for repair work, training or for other non-essential work related activities, then the same rules apply as for motor pool vehicles.

3. County employees are prohibited from smoking, picking up hitch hikers, talking on cell phones or giving rides to friends while operating County vehicles. Furthermore, Good Samaritan acts are to be limited to those outlined in Section 15, Paragraph C.

**E. Lodging:** Employees are encouraged to stay at motels and hotels in which the County has established direct billing arrangements. ~~A list will be provided annually listing names, locations and rates. In the event that this is not possible, the employee is encouraged to take a copy of the County's Exemption Certificate for Governments and Schools of County check to pay for the room(s), thus allowing the County to avoid paying applicable taxes.~~

**F. Per Diem:** Employees shall be reimbursed for meals at the ~~fixed M&IE~~ rate set by the U.S. General Services Administration as approved by the Board of County Commissioners ~~for breakfast, lunch, and dinner~~. Receipts are not required to be attached to the travel expense report. When a meal is included in the cost of tuition, fee, etc. for meetings, conferences, workshops, or other approved programs, the employee may not submit that meal for reimbursement.

1. An employee will not be reimbursed for in-County meals, unless the employee is required to live away from home within the County. While in the field, the employee is entitled to reimbursement at the County G.S.A. rate for ~~out of County~~ meals. ~~Guidelines for meals allowed are as follows:~~

- ~~— a. When an employee leaves in the morning, his first eligible meal for reimbursement is the lunch meal~~
- ~~— b. When an employee leaves in the afternoon, his first eligible meal for reimbursement is the dinner meal~~
- ~~— c. When an employee leaves and returns the same day, all three meals will be allowed if the trip exceeds twelve (12) hours.~~

**G. Advanced Payments:** Advancements, special rates for unique circumstances, and all other expenses related to travel in behalf of the County, training or related circumstances will be considered for reimbursement or advanced payment on a case by case basis by the department head/elected official. The Board of County

Commissioners reserves the right to give final approval for all out of state travel reimbursements or advancements.

Those voting Aye: Bruce Adams, Silvia Stubbs, Jamie Harvey

Those voting Nay:

Those absent or abstaining:

ATTEST:

BOARD OF SAN JUAN COUNTY COMMISSIONERS

  
Lyman Duncan, Clerk/Auditor

  
Bruce Adams, Chair

APPROVED AS TO FORM:

  
Brittney Ivins, San Juan County Attorney

