

Travel Reimbursements for Contractors, Recruiting, and Other Non-County Staff



Prepared by the Travis County Auditor's Office

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Travel Reimbursement

Travel expense reimbursements will be reimbursed at actual expense (detailed receipts required) at a rate not to exceed the rates outlined in this Policy for contractors/vendors, employment recruitment, and other non-County staff.

Transportation

Mileage

Mileage will be reimbursed at the rate set by the IRS at the time of travel. Please refer to the IRS website for the current rate. The current mileage rate can be found at [Standard mileage rates | Internal Revenue Service](#).

- A starting and ending address for any claimed mileage is required.

Airfare

The County does not have any preferred vendor airlines.

What you (Traveler) are expected to do:

- Fly “economy class” using a Common Carrier with the most economical airfare that meets the approved itinerary and County policy.
- In determining the most economical fare be sure to include any additional fees that may be added to base fares such as fees to pick a seat, carry-on bag/personal items, etc.

What the County reimburses:

- Airfare that meets stated expectations above.
- Baggage Fees.

What the County does not reimburse:

- Business or first-class tickets, or tickets purchased using frequent flyer miles. Higher fares for upgrade eligibility or priority boarding. Upgrades at the County’s expense are not permitted. A Complimentary upgrade must be noted.
- Airline cancellation or change fees unless the Traveler substantiates that there is a valid emergency or business reason for the change. The Traveler bears the cost for any additional charges for changing flight plans due to personal reasons or for the Traveler’s convenience.
- If an upgraded ticket is purchased, the reimbursement will be in the amount of an economy ticket. Please provide a screenshot as proof of economy price.

Car Rental

Rent a compact or intermediate class car. Renting a larger car is expected when the car is shared with other Travelers on County business or when transporting materials or

equipment, resulting in cost savings to the County. Renting a luxury or premium vehicle is not allowable unless it is Complimentary.

Other Ground Transportation

Travelers may use taxis, rideshares, trains, buses, and other mass transit when it results in cost savings to the County.

- Receipts are required for all ground transportation regardless of the amount.
- Rideshare companies offer several levels of service. Reimbursement will only be made at the lowest level (or Economy Level). An exception to this rule occurs when several people are traveling together on Travis County business. In that instance, a larger vehicle would be needed and should be noted when requesting reimbursement.
- In addition to reimbursement for the cost of the transportation, a tip of up to 20% may also be included.

Lodging

The County does not have contracted or preferred hotels. Travelers are expected to reserve safe, comfortable, reasonably priced lodging.

- The County will not reimburse late checkout or guaranteed reservations fees that cannot be canceled unless a business reason is provided, and it is in the County's best interest to do so.
- Hotels should be notified of room cancellations early enough to prevent any charges. It is advisable that the individual canceling the reservation obtain the name of the hotel staff person, cancellation number, and date communicated.

Meals

- . Meals may only be reimbursed up to \$72/day (\$60/day plus 20% gratuity).
- . Non-county employees do not receive per diem reimbursement.
- . An itemized receipt is required; a copy of the credit card receipt is not sufficient.
- . Travis County does not reimburse alcohol expenses.

Incidental Expenses

Business-related expenses incurred for County business will be reimbursed with detailed receipts. The two most common incidental expenses are tolls and parking.

Tolls – Provide a copy of the toll statement showing the amount paid, dates, and tolls used.

Parking - Parking Reimbursement is allowed when conducting county business, and parking at the airport. Travelers should use the most economical available parking.

- Valet parking is generally not the most economical parking option. To be considered for reimbursement, it requires an explanation and business justification.

Non-Allowable Travel Expenses

Non-allowable travel expenses may not be reimbursed by Travis County as legitimate business travel expenses. The list below is not an exhaustive list. The items listed below are grouped by category and include but are not limited to the following.

Lodging-related:

- Hotel mini-bar items such as candy, drinks, snacks, etc.
- Room service, unless being included in your meal reimbursement, and an itemized receipt is included.
- Fees for the use of a hotel safe, unless mandatory by the hotel.
- Late checkout fees.
- No show or late cancellation charges for hotel.

Transportation-related (airfare, rental car, personal vehicle etc.)

- No show or late cancellation charges for car service.
- First class travel.
- Upgrades or priority boarding.
- Fines or penalties for violation of the law such as parking tickets, speeding tickets, etc.
- Repairs, towing service, etc. for personal vehicles.

Entertainment-related (including meals)

- Extracurricular activities such as golf, tennis, entertainment, movies, tours, sport events, or non-business events along with any related costs for such extracurricular activities.
- Alcoholic beverages (including those that are part of a meal).
- Movies (including in-flight and hotel in-house movies).
- Transportation expenses for entertainment that is not business-related.
- Food or beverages provided at meetings, retreats, or training sessions for County staff.