

<p style="text-align: center;">COUNTY OF WASHINGTON</p> <p style="text-align: center;">Pennsylvania</p>	<p style="text-align: center;">REIMBURSEMENT FOR BUSINESS EXPENSE AND TRAVEL POLICY</p>	<p style="text-align: center;">PAGE: 1 of 8</p> <p>Supersedes Policy dated: June 6, 20024</p>
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PURPOSE

This policy establishes a uniform system and procedures governing reimbursable expenses for employees of Washington County. This policy furthers the purposes, needs and goals of the County, its departments, and agencies.

SCOPE

This policy applies to all Washington County employees. Elected Officials are not exempt from the monetary limits in this policy; all other procedures for reimbursement remain applicable according to County Code.

POLICY

- A. If the Board of Commissioners has approved the provisions of a collective bargaining agreement or a meet-and-discuss understanding and certain provisions thereof are inconsistent with this policy, the provisions of such agreement or understanding shall take precedence insofar as they apply to the employees encompassed by such agreement or understanding.
- B. Reimbursement of any expenses will be made only when incurred for Washington County business. Employee shall be entitled to receive reimbursement for expenses incurred by the employee in the performance of their duties within prescribed maximums. The maximums established in this policy are not flat allowances and only amounts actually expended will be reimbursed.
- C. All agencies shall review their individual regulations and should attempt not to exceed any limitations imposed upon them. All travel expenses shall be budgeted within their program, and every effort should be made not to exceed the budgeted expenditure.
- D. For purposes of this policy, the word "supervisor" shall mean department head, agency or program director, elected official, President Judge or any designee of such person.

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PROCEDURES

RECEIPTS REQUIRED

Actual itemized receipts are required for all reimbursement expenses, except for expenses relating to:

- a. Hotel tips
- b. Restaurant tips
- c. Short trips by bus or subway

For reimbursement for expenses listed as exceptions, the employee must submit a written statement attesting to the actual payment of those expenses. At no time shall the amount of restaurant tips expended exceed 15% of the actual bill or shall hotel tips exceed \$1.00 per day for a maximum of \$5.00 per stay. Any receipt with an appearance or evidence of tampering will not be reimbursed.

SUBMISSION

Vouchers requesting reimbursement for overnight travel expenses on a form prescribed by the Controller's Office shall be submitted by the employee to the Controller's Office, with the approval of the employee's supervisor, within ten (10) working days after return to normal work schedule. All receipts, verifications and explanations shall be attached to the submitted form. Reimbursement of non-overnight travel shall be submitted to the Controller's office, on a prescribed form, no later than ten days following the end of the month in which travel occurred. The Controller's Office shall issue payment within thirty (30) days of receipt of completed prescribed form.

Failure to submit expenses in a timely manner may result in such expenses being declined for payment.

INTERPRETATION AND ADMINISTRATION

Expenses related to the annual state association meetings of the following officials, their deputies and solicitors are not subject to this policy and are governed by the limits set forth at 16 Pa. C.S. Section 440-445:

1. County Commissioners/Chief Clerk/County Solicitor
2. Sheriff
3. District Attorney
4. Probation Officers
5. Register of Wills/Clerk of Orphans' Court
6. Prothonotary
7. Clerk of Courts
8. County Treasurer
9. Recorder of Deeds

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10. Director of Veterans Affairs
11. Coroner
12. Jury Commissioners
13. County Auditors
14. Public Defender

A County official or employee who has special or unique circumstances confronting him or her may receive a waiver at the sole discretion of the Board of Commissioners for any part of this policy if maximums are mandated.

The County Commissioners have the sole responsibility and power to interpret this policy. Any determination of meaning or intent hereunder shall only be made by the Commissioners.

Any travel and expenses incurred in direct performance of the job shall not require prior approval. If the job requires out-of-County or overnight travel, prior authorization by the employee's supervisor must be given for reimbursement.

Prior approval by the Board of Commissioners shall not be necessary for any travel within the Commonwealth of Pennsylvania or within three hundred miles of the Washington County Courthouse. Such travel need only have the employee's supervisor approval for reimbursement. Travel outside the Commonwealth that exceeds three hundred miles must have prior Commissioner approval at a public meeting.

ADVANCE

Employees are expected to provide sufficient funds to defray current expenses for their travel cost. Cash advancements will only be made to an employee if:

(1) the assignment requires the employee to travel for overnight, and

(2) anticipated expenses arising from a travel assignment are unusually large with respect to normal travel required by an employee's duties. Advances may be made only with the written approval of the employee's supervisor. If cash advance is made, the employee shall promptly submit the expense voucher within ten (10) working days upon return and deduct the amount advanced. If a refund is due the County, the employee shall return the money to the County Treasurer, obtain a receipt for same and attach original receipt to the expense voucher which is to be submitted to the Controller's Office. Subsequent cash advances or monthly travel vouchers will not be prepared for payment until outstanding advances are reconciled with the Controller's Office.

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TRANSPORTATION

- A. The most direct route shall be utilized for all travel. The "Official Map of Pennsylvania", published by PennDOT, shall be a guide for determining the most director route.
- B. Supervisors are designated to provide travel assistance for all employees within their department. The policy encourages supervisors to obtain tickets for travel by plane, train, bus, etc., from a reputable ticket agent securing the lowest priced available.
- C. Employees may use a vehicle from the county motor pool instead of their own car if a vehicle is available. Supervisors should call the Maintenance Director in advance to reserve a vehicle. Employees are required to use seat belts when traveling on county related business and must require any passengers to use seat belts also.
- D. Employees traveling more than two hundred miles round trip, from headquarters, may choose to rent a vehicle through county secured agents. Supervisors should contact the Purchasing Department to arrange for purchase order approval at least five days in advance of travel date.

LODGING/HOTEL

- A. Lodging costs are limited to \$169.00, plus tax, (government rate) per night. When lodging cannot be located with a reasonable effort within the amount listed above, the limit may be exceeded. Lodging expenses in excess of the maximum are authorized when the meeting or conference the employee is attending is held at a specific hotel or motel where rooms within the maximums are not available.
- B. Employees should ask for the government rate when reserving a room. Itemized receipts are required. Any receipt with an appearance or evidence of tampering will not be reimbursed.
- C. Expenses for lodging will not be reimbursed for distances of 60 miles or less one way of headquarters.
- D. Lodging reimbursement will be for the County employee only. If lodging is shared with one who is not an employee on business, reimbursement will be for the rate of a single room. The employee shall incur the difference between the single and double rate.

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MEAL EXPENSES

A. Daily Subsistence:

Overnight Status

Reimbursement for meals is allowable for a maximum of sixty-five dollars (\$65.00) including tax and gratuity for each 24-hour period to be reimbursed as follows:

Breakfast	Fifteen dollars (\$15.00)
Lunch	Twenty dollars (\$20.00)
Dinner	Thirty dollars (30.00)

Reimbursement for meals can be combined in one meal, however, the daily total cannot exceed \$65.00 and will only be made for out-of-County conferences, seminars, and workshops. Meals for events scheduled during the course of an employee's regular workday will NOT be reimbursed.

Only itemized receipts will be accepted. Any receipt with an appearance or evidence of tampering will not be reimbursed.

The 24-hour period begins at any time of day or night that the employee leaves headquarters or resident to embark upon overnight travel on official business. This allowance covers only meals and subsistence expenses not specifically provided for elsewhere.

Non-Overnight Status

Luncheon or Dinner Meetings Conducted by Others

Employees in overnight travel status while attending luncheon or dinner meetings at which meals are provided and included in the registration fee will be compensated for meals not provided by the meeting. Reimbursement will not be made for meals that are included in registration or conference fees.

Hosting of Luncheon or Dinner Meetings

Only the County Commissioners have the authority to approve the hosting of mealtime meetings by employees of the County as long as the meetings are for the purpose of conducting official County business. Prior written approval from the Board is necessary. This written approval may be a YES/NO memorandum signed by the Commissioners. Such expenses (including those of people invited to attend (if approved by the Commissioners)) will be turned in for reimbursement on the regular expense voucher with the purpose of the meeting so stated. However, if the hosting requires catering an affair for persons other than County employee, the purchase order system for providing such meals shall be utilized.

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MILEAGE

- A. The present mileage reimbursement is that rate established by the federal government (IRS). This rate and reimbursement shall apply to all employees.
- B. All persons requesting mileage reimbursement shall have a valid driver's license and maintain insurance no less than the minimum required by the Pennsylvania Bureau of Motor Vehicles. Proof of such shall be provided by a written verification by the person requesting reimbursement. Employees are required to use seat belts when traveling for county related business and must require all passengers to use seat belts.
- C. No person shall be eligible to receive reimbursement for commuting between home and work. When an employee is required to travel directly from home to a work site, the distance from home to headquarters shall be used as a deduction to determine a reimbursable amount. Example: employee mileage from home to headquarters is twenty-three miles one way or forty-six miles round trip. Employee travels thirty-two miles for client visits on a given day, no reimbursement will be paid. If the same employee travels fifty-four miles conducting site visits, eight miles would be reimbursable.

SPECIAL PROVISIONS

- A. Conference and convention registration fees are reimbursable when official representation at conferences or conventions is necessary. These expenses should be paid in advance as direct charges to the County as opposed to indirect charges through expense accounts, whenever possible.
- B. Employees on overnight status may be reimbursed actual costs for one person phone call per twenty-four-hour period for a maximum of \$5.00 each.
- C. When calling the County offices long distance, employees are to use the appropriate county toll-free numbers.
- D. Calls made on personal cellular phones are not reimbursable expenses.

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OFFICE OF THE SHERIFF DEPARTMENT EXPENSES

Certain expenses of the Office of the Sheriff are necessarily incurred in the performance of court-ordered or court-related activities. These activities include, but are not limited to, transporting prisoners; securing the courtroom and its environs during criminal trials; establishing and maintaining the security of the jurors during juror sequestration; establishing and maintaining the security during sensitive cases; and meeting with other law enforcement officers to discuss specific prisoners or procedures.

1. When the Sheriff or his deputies transport court-ordered incarcerated persons or minors under the jurisdiction of the Probation Department to or from Washington County, he or she shall obtain sufficient monies from the Controller's Office to meet those necessary expenses for the transportation of said incarcerated persons.
2. In the event that the Sheriff or his deputies are unable to secure said monies within a reasonable period of time, he or she shall use monies from a petty cash fund herein established only for said purposes.
3. After transporting the incarcerated person, the Sheriff or his deputy shall submit written signed statements as to travel expenses and mileage and attach itemized receipts for all expenditures. Failure to do so will result in no reimbursement. Any receipt with an appearance or evidence of tampering will not be reimbursed.
4. Reimbursement for non-overnight travel in excess of the regular scheduled shift will be as follows: 3 to 6 hours (\$8.00) 9 to 12 hours (\$16.00).

DISPUTES

If disputes as to the meaning or intent of these regulations arise, they will be submitted to the Board of Commissioners. As the managers of the fiscal affairs of the County, the Board of Commissioners is not delegating this responsibility to any other official or employee.

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The Board of Commissioners is responsible for the ultimate authorization and control of this policy and will implement this policy following adoption.

ADOPTED this 20th day of June, 2024, per minute.

Ratified: _____

COUNTY OF WASHINGTON

per minute # 1188
dated 6-20-24



Nick Sherman, Chairman



Electra S. Janis, Vice-Chair



Larry Maggi, Commissioner

ATTEST:




Cynthia B. Griffin, Chief Clerk

Approved as to Form and Legality:



Gary Sweat, Solicitor



Andrea M. Johnston
Assistant Director of Human Resources