



# Rockingham County Commissioners Travel & Training Request

(Pre-approval for conference exceeding cost allowance, is outside the 6 New England states, or includes air travel.)

Org. \_\_\_\_\_

Obj. \_\_\_\_\_

Attendee #1 \_\_\_\_\_ Attendee #2 \_\_\_\_\_

Attendee #3 \_\_\_\_\_ Attendee #4 \_\_\_\_\_

Departure airport \_\_\_\_\_ Destination airport \_\_\_\_\_

Departure date \_\_\_\_\_ Return date \_\_\_\_\_

Name & address of hotel \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total nights in hotel \_\_\_\_\_

Name of conference/training \_\_\_\_\_

Date conference begins \_\_\_\_\_ Date conference ends \_\_\_\_\_

Address of conference (if not in hotel) \_\_\_\_\_  
\_\_\_\_\_

Mileage from hotel to conference \_\_\_\_\_

## Estimated Expenses:

What meals are provided (if any)? \_\_\_\_\_

Airfare \$ \_\_\_\_\_

Mileage \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_

Conference registration \$ \_\_\_\_\_

Cost of meals not provided \$ \_\_\_\_\_

Additional charges (Uber, parking, tolls, etc.) \$ \_\_\_\_\_

Rental car (need to justify) \$ \_\_\_\_\_

Other (please describe) \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

\_\_\_\_\_  
O/DD Name (Please Print)

\_\_\_\_\_  
O/DD Signature

\_\_\_\_\_  
Date

1. Please attach support for cost of airfare, mileage, lodging, conference registration, parking, rental car (if applicable), and other.
2. A copy of this approved form must be submitted with your AP.

Approved Date: \_\_\_\_\_

\_\_\_\_\_  
Brian Chirichiello, Chair

\_\_\_\_\_  
Steven Goddu, Vice Chair

\_\_\_\_\_  
Kathryn Coyle, Clerk

## Fiscal Year 2024 Out of State Training & Travel Policy

Effective July 1, 2023, Board of Commissioners approval for conferences is not required if the training & travel:

1. Has been budgeted/appropriated.
2. Total cost does not exceed \$1,100 per attendee.
3. Is located within the six New England states.
4. Does not require airfare.

Meal allowances, including reasonable tip amounts, for overnight conferences is \$87 per day and \$43.50 for first and last day involving air travel regardless of what time the employee departs or returns, and \$35 for single day conferences and trainings. Eligible conference expenses are only for Rockingham County employee attendees.

### **14-4 CONFERENCES.** (PPP, page 49)

1. Pre-approval by the Board of Commissioners at a regularly scheduled meeting is required to attend any conference outside of the six (6) New England states (New Hampshire, Massachusetts, Maine, Vermont, Rhode Island, and Connecticut).
2. Attendance at any conference held within one of the six (6) New England states does not require Board of Commissioners approval provided that the following criteria are met:
  - A. The total cost per attendee does not exceed the amount determined by the Board of Commissioners by July 1 each year;
  - B. The cost has been budgeted/appropriated in the current fiscal year budget; and
  - C. Airfare is not required.

If all of the above criteria cannot be met, then the Board of Commissioners must preapprove attendance at the requested conference.

3. Reimbursement for meals will be capped at a rate to be determined by the Board of Commissioners by July 1 each year. The determined cap includes a reasonable tip amount per day.
4. Original receipts for conference/training registrations, hotel accommodations, airfare, other transportation costs and meals must be submitted with payment requests within 30 days upon return from the conference/training, whether for a County credit card account or Employee reimbursement. Submission of the meal receipts must be the detailed original.
5. Alcoholic beverages are not eligible costs under this Policy and are not reimbursable to the Employee nor a permitted use of a County credit card.

### **16-14 TRAVEL REIMBURSEMENT.** (PPP, page 58)

- A. The County recognizes that Employees may be required to travel or incur expenses from time to time to conduct business on behalf of the County or to further its mission. The purpose of this Policy is to ensure that (a) adequate cost controls are in place; (b) travel and other expenditures are appropriate; and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Employees. It is the policy of the County to reimburse only reasonable and necessary County business-related expenses actually incurred. All travel must be pre-approved by the O/DD or their designee in order to be reimbursed or paid for.

This policy is based on the honesty and integrity of the Employee. Employees are expected to exercise good judgement when incurring costs, regardless of funding source. Business travel expenses will be paid by the County if they are reasonable, properly authorized, appropriately documented, and within the guidelines of this policy. Costs should not be lavish or extravagant, but should be prudent, exercising the fiduciary responsibility entrusted in all County Employees.

- B. Expenses will not be reimbursed unless the department requesting reimbursement on behalf of the Employee submits an Accounts Payable warrant. The warrant shall be submitted within a month of the expenses being

incurred if travel expense reimbursement is requested. The warrant must include:

1. The Employee's name for whom expenses are claimed.
2. Dates, origin, destination, and purpose of the trip.

The County will not pay or reimburse companion travel under any circumstances unless it is spent in order to conduct the County's business and approved by the Board of Commissioners prior to incurring such expenses. Original support for all expenses for which reimbursement is required, with receipts as described below.

- C. Original receipts are required for all expenditures billed directly to the County (e.g., County-issued credit card charge).
- D. No expense will be reimbursed to Employees unless the department requesting reimbursement submits, with the warrant, an original receipt from each vendor. The original receipt must include the vendor's name, details of the services or items provided, the date, and the total expenses, including tips. Tips may not exceed reasonable and customary.
- E. Employees traveling on behalf of the County may incorporate personal travel or business with their the County trips; however, Employees shall not arrange travel at a time that is less advantageous to the County or involving any greater expense to the County incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, and meals or transportation for the personal travel, which are the sole responsibility of the individual and will not be reimbursed by the County. The County shall not reimburse expenses associated with the travel of an Employee's non-Employee traveling companion.
- F. Employees are encouraged to use their memberships in AAA, AARP, or other groups to obtain discounts which exceed those otherwise available.
- G. Air travel reservations should be made as far in advance as possible in order to take advantage of reduced airfares. The County will reimburse or pay only the cost of the lowest coach class fare actually available for direct, non-stop flights from the airport nearest the Employee's home or office to the airport nearest the destination.
  1. Employees traveling on behalf of the County may accept and retain frequent flyer miles and compensation for denied boarding for their personal use. Employees may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.
- H. Employees traveling on behalf of the County may be reimbursed at the single room rate for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the Employee's itinerary shall be considered in determining reasonableness. Employees shall make use of available corporate and discount rates for hotels.
- I. Employees traveling on behalf of the County are reimbursed for meals up to a daily cap to be determined by the Board of Commissioners by July 1 each year. The daily cap includes a reasonable tip per meal. If there are any meals provided by the conference/training host, then the Employee should avail themselves of such meals. If it is necessary for the Employee to purchase a meal that is not provided by the conference/training host, the meal cost should be a reasonable amount. On the first and last day of travel involving air travel, an Employee is entitled to 50% of the meal reimbursement rate set by the Board for that year, regardless of what time the Employee departs or returns. For non-overnight single day conferences/trainings, and employee is entitled to reimbursement for one meal. If there are any meals provided by the conference/training host, then the Employee should avail themselves of such meals. The reimbursement rate will be set by the Board of Commissioners annually for that year.
- J. Employees will be compensated for use of their personal vehicles when used for business travel for the County. When Employees use their personal vehicles for such travel, including travel to and from the airport, mileage will be allowed at the currently approved IRS rate per mile. In the case of Employees using their personal cars to take a trip that would normally be made by air, mileage will be allowed at the currently approved rate; however, the total mileage reimbursement will not exceed the sum of the lowest available round-trip coach airfare.
- K. Parking and toll expenses incurred on behalf of the County for County business purposes will be reimbursed. The

costs of parking tickets, fines, car washes, valet service, etc., are the responsibility of the Employee, and will not be reimbursed. Airport parking is permitted for short business trips. For extended trips, Employees should use offairport facilities.

- L. Expenses that are not reimbursable include but are not limited to:
- First class tickets or upgrades unless the upgrade is at no additional charge.
  - Any travel insurance.
  - Meals for conferences or training that do not involve an overnight stay.
  - When lodging accommodations have been arranged by the County and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by the County for the lodging arranged by the County. Reimbursement shall not be made for transportation between alternate lodging and the meeting site.
  - Liquor or bar costs.
  - Spa, health club, or other social club charges.
  - Entertainment expenses.
  - Expenses for companion travel under any circumstances.
- M. The Employee is responsible for the cancellation of any reservations (hotel, airfare, ground transportation, etc.) if a trip is cancelled. The County is not responsible for any charges or penalties resulting from the Employee's failure to give proper notice of cancellation. The County will pay for costs resulting from cancellations including change fees due to circumstances beyond the control of the Employee, such as cancellation at the request of an O/DD, conference or meeting cancellation, or personal circumstances (i.e. Employee's hospitalization or loss of an immediate family member).

I have read and understand the Rockingham County policies for conferences and travel, and I understand I will be financially responsible for any unauthorized expenses.

_____	_____	_____
O/DD Name (Please Print)	O/DD Signature	Date
_____	_____	_____
Attendee #1 Name (Please Print)	Attendee #1 Signature	Date
_____	_____	_____
Attendee #2 Name (Please Print)	Attendee #2 Signature	Date
_____	_____	_____
Attendee #3 Name (Please Print)	Attendee #3 Signature	Date
_____	_____	_____
Attendee #4 Name (Please Print)	Attendee #4 Signature	Date