

**BRADLEY COUNTY  
Road Department  
Travel Regulations  
May 2016**

The goal of these regulations is to cover the costs associated with approved travel by the employees of the Bradley County Highway Department.

Employees on authorized travel will be reimbursed for expenses as outlined in the following regulations.

**TRAVEL AUTHORIZATION**

Travel may not be undertaken unless it is authorized in advance by the employee's supervisor or road superintendent and the employee must be considered to be in travel status.

**TRAVEL REIMBURSEMENT**

- (1) Travel claims or receipts must be approved by the employee's supervisor or by the road superintendent.
- (2) All signatures on travel claims or receipts must be original.
- (3) Employees must submit travel claims or receipts for reimbursement for travel expenses no later than 7 days after completion of travel.

**TRAVEL - COUNTY VEHICLE**

- (1) County-owned vehicles should be used only for official business
- (2) Emergency out-of-pocket expenses such as gasoline, other services or repairs will be reimbursed only if the reimbursement claim is accompanied by the proper receipt that identifies the vehicle and itemizes the services performed.

**TRAVEL - PERSONAL VEHICLE**

- (1) Reimbursement for mileage will be at the State of Tennessee rate of .47 cents and only for the mileage that was official county business.

**LODGING**

- (1) Employees attending a convention or seminar and who stay at the conference/seminar hotel will be reimbursed for actual lodging costs plus tax upon submittal of proper claim or receipt.

**Bradley County Road Department Travel Regulations (cont.)**

- (2) If an employee is attending a convention or seminar and the conference hotel/seminar facility is full, then the employee will be reimbursed for actual lodging

costs plus tax upon submittal of proper claim or receipt and verification from the sponsoring organization that the convention/seminar hotel was full. In the event that the overflow hotels are full which results in the employee staying at another facility costing more, the employee will be reimbursed provided the employee provides verification that overflow facilities were full.

### MEALS

- (1) Meals are defined as breakfast, lunch and dinner. These meals will only be reimbursable during official travel status.
- (2) No meals will be reimbursed during the course of a normal workday.
- (3) Breakfast reimbursement will only be made when overnight travel is required.
- (4) Employees who are in travel status will be reimbursed up to and not exceeding \$70 per day. The employee shall turn in all meal receipts to the bookkeeper for reimbursement.