



WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

• MINNESOTA • EST. 1855 •

On a motion by Erickson and second by Becker the following was adopted by unanimous vote:

## TODD COUNTY TRAVEL POLICIES

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**WHEREAS**, it is the responsibility of the Todd County Board of Commissioners to establish appropriate policies regarding travel for employees, elected officials and authorized representatives of Todd County.

**NOW, THEREFORE BE IT RESOLVED**, that the following travel policies are adopted:

### Section 1.01 Travel policy

- (a) This policy conforms to Minnesota Statutes §§471.38, 471.96(1), and 471.97 governing expenses incurred by employees in the conduct of county business. This policy is designed to provide the basis for determining whether there is authority for county expenditure, the expenditure serves a public purpose, and the expenditure is necessary and directly related to the betterment of the county.
- (b) Application and administration. This policy applies to all employees, appointed individuals and elected officials of Todd County. In the event that this policy conflicts with an applicable collective bargaining agreement, the latter controls. Should there be any conflict between this policy and state or federal law, the latter controls.
- (c) Travel requests and approval. The Todd County Board of Commissioners shall approve all travel costs through the annual budget process.
- (d) All travel for personnel requires the approval of the supervisor or Department Head as specified by department. Furthermore, all travel that is not budgeted requires the approval of the County Board.
- (e) Funds available. The Department Head is responsible to see that funds are available to pay for all expenses that they approve.
- (f) Billing. Whenever possible, employees will make travel and accommodation arrangements in advance and request that the county be invoiced. All authorized travel expenses, which are not invoiced directly to the county, are paid by the employee subject to reimbursement upon approval of a voucher claim and may be subject to IRS tax deductions. All employee claims subject to reimbursement should not reflect personal account numbers. Original detailed receipts will be required.
- (g) Travel guidelines.
  - (i) County vehicles are for the exclusive use of employees and other individuals involved in county business.
  - (ii) The County Board reimburses employees for traveling on official county business with a private automobile at the set mileage rate. Mileage is paid on the most reasonable direct travel route.
  - (iii) County vehicles and equipment are to be used for county related business only. However, assigned county vehicles may be used to a reasonable and limited extent for the purpose of personal business when traveling out of town.
  - (iv) When traveling from the normal work location and then returning to it, the mileage allowance is the actual miles traveled.
  - (v) When traveling to an alternate work site, the county will reimburse mileage at the current IRS rate per mile for actual miles incurred between the employee's residence and the alternate work site or from the normal work site to the alternate work site, whichever is the least.



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- (vi) The normal work location for employees assigned to multiple work locations is the work location scheduled for the day on which the expense was incurred.
- (vii) When an employee is required to attend a county approved work-related training session or conference during regular working hours, the employee shall be compensated for all hours of actual participation in the training session or conference, except meal periods and rest or sleep periods. The employee shall also be compensated for travel time and mileage to and from the conference or training session in excess of time and mileage to the employee's usual work site. If an employee uses a county vehicle or car pools with another conference participant, actual travel compensation shall exclude mileage.
- (viii) Operation of a vehicle while on county business under the influence of alcohol or impairing narcotics is prohibited.
- (ix) Tobacco use is prohibited in any county vehicle.
- (h) Reimbursements
  - (i) The amount of compensation to be paid for mileage reimbursement shall be consistent with the current rate set by the IRS.
  - (ii) Reimbursement for extended travel is paid on the basis of the prevailing mileage allowance rate or tourist air fares, whichever is less. When personal vehicles are used for extended travel not available by commercial transportation, travel reimbursement is made on an actual mileage basis. This excludes mileage for personal use. When two or more employees are traveling in one car, reimbursement is made to one employee.
  - (iii) Reimbursement for out-of-county meals, lodging, parking and other related county expenses will occur only upon submittal of original detailed receipts. Non-overnight meal expense reimbursement will be subject to applicable IRS tax deductions.
  - (iv) Employees using private automobiles are reimbursed on the actual expense basis for parking when that parking is related to county business at other than your normal location. Original detailed receipts for such payments must be submitted with the expense reimbursement request.
  - (v) Travel costs in a personal vehicle will not be reimbursed when a county owned vehicle is available for use unless approved by the Supervisor or Department Head.
- (i) Airline travel & lodging. Any Todd County employee or elected official who utilizes airline travel or lodging for county business should utilize county credit card whenever possible.
- (j) Travel time. County employees may be authorized time for travel the day prior to and/or the day following the convention or meeting date(s) when extended travel is required by the Department Head.
- (k) Travel expenses. Expense Voucher forms must be prepared after return from travel and presented to the responsible authority for approval within 90 days. The claims shall be presented to the County Board for approval at County Board meetings in a manner and form as approved by the County Board.
- (l) If an employee's family members accompany them on county business trips, the portion of the expenses attributable to the family member(s) is not reimbursable.
- (m) Liability insurance/driver's license. Employees shall not drive vehicles on county business without a valid Minnesota driver's license of the appropriate classification. Driving records of county employees who use vehicles for county business may be checked on an annual basis.
  - (i) All employees who engage in the use of county vehicles are required to have a valid and appropriate driver's license. It is the employee's responsibility to notify his/her supervisor if the employee's license has been revoked or suspended or if there is any other reason why the employee cannot drive a vehicle.



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- (ii) Employees are required to have liability insurance in effect on all personal vehicles used for county purposes or while performing county business. The county may at any time require proof of such insurance.
- (n) How automobile liability coverage applies. It is a fundamental principal of automobile liability coverage that coverage follows the vehicle. The second priority is any coverage in effect covering the operator of the vehicle. Other coverage responds after these first two. Please refer to the current MCIT plan document located in Auditor/Treasurers Office for detailed information regarding auto insurance liability coverage. There are two scenarios of vehicle ownership to evaluate:
  - (i) Member-owned vehicle. Member-owned vehicle – for county-owned vehicles that are listed on the automobile schedule, MCIT provides primary auto liability coverage.
  - (ii) Non-owned vehicle and hired vehicle. Non-owned or hired vehicle – a vehicle not owned by the county that is being used for county business, MCIT provides hired and non-owned auto liability coverage on an excess basis. The primary liability coverage follows the vehicle. MCIT provides no physical damage coverage for hired and non-owned vehicles.
- (o) Carpooling definition: when two or more county employees attend the same meeting, workshop, training or conference and ride together in an employee's personal vehicle or county vehicle.
  - (i) Car-pooling and the use of the county vehicles shall be utilized to save on travel related expenses.
  - (ii) When car-pooling and the use of the county motor pool/department vehicle are not feasible, the use of personal vehicles may be granted by the Supervisor or Department head to travel for the performance of job duties. Documentation will include date, function, site traveled to and a portal to portal mileage total.
- (p) Situations not specifically covered: Department Heads are authorized to make decisions on situations not specifically covered by this policy.
- (q) County vehicle fleet. The County Board will fund and maintain a county vehicle fleet. The vehicles in this fleet are to be the primary source of transportation for county employees while on approved county business.
  - (i) The County Auditor-Treasurer is responsible for establishing and administering for the operations of the county vehicle fleet within the parameters of this policy, including:
    - 1) Purchasing vehicles within the budget parameters set by the County Board and in accordance with approved capital improvement plans
    - 2) Scheduling of vehicles for use by employees, staging and parking vehicles, location and security of keys, accessing vehicles before and after hours and tracking vehicle use and mileage
    - 3) Maintenance schedules, planning and execution including agreement with a contractor for services
    - 4) Cross checking records to ensure that the provisions of 7.01(i) are adhered to including processing mileage submissions prior to submission to the County Board for warrant approval
    - 5) Determining which departments will be billed by the county car pool for use of vehicles
  - (ii) The public works department will maintain a fleet of vehicles independent of the county vehicle fleet, but the provisions of 7.01(i) will still apply.
  - (iii) The Sheriff's Office will maintain a fleet of vehicles independent of the county vehicle fleet but the provisions of 7.01(i) will still apply.
  - (iv) Specific exemptions from this policy are County Commissioners
  - (v) The county will pay mileage for non-employees in certain situations as it applies such as contracted drivers, and committee members.



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- (vi) The County Auditor-Treasurer is responsible to resolve issues and problems arising with the county vehicle fleet and is empowered under this and other applicable provisions to make reasonable accommodations required to enact the direction of the County Board.

#### Section 1.02 Out of state travel policy

- (i) All out of state travel is subject to all other travel policies. In addition, for out of state travel, the County Board must approve, by motion, the parameters of the travel and associated expenses.
- (ii) Exempt from this out of state travel policy is travel by an employee traveling out of state by ground travel to contiguous states for periods shorter than 72 hours.
- (iii) Exceptions may also be made at the discretion of the County Attorney and the County Board Chairperson. Notification shall be made to the County Auditor-Treasurer of the approval.

#### Section 1.03 Meal reimbursement

- (a) Purpose: To define the meal reimbursement procedures for county employees, elected officials, and authorized representatives for expenses incurred while conducting business on behalf of Todd County as required by the county.
- (b) Todd County will provide reimbursement for meal expenses when such expenses are necessarily incurred while conducting county business. The Department Head must approve all requests prior to incurring reimbursable expenses. The actual cost of meals: not to exceed \$10.00 for breakfast, \$12.00 for lunch, and \$18.00 for dinner not to exceed \$40.00 per day, while traveling outside of the county will be reimbursed.
- (c) Individuals may claim reimbursement if they are not within the county boundaries during the regular scheduled meal period.
- (d) The Department Head must authorize meetings with a meal charge in excess of the approved meal allowance.
- (e) When meals are part of a tuition or registration fee, no additional reimbursement for such meals can be claimed.
- (f) Expenses for alcoholic beverages and tips are not reimbursable.
- (g) The reimbursement for meals, lodging, parking, and other related county expenses will occur only upon submittal of original detailed receipts. Pursuant to federal law, meal reimbursement without overnight lodging will be included as income and subject to income tax withholding and FICA deduction. If meals are included as part of a conference, seminar fee, or airline ticket and are not separately identified, they are not taxable income.

#### Section 1.04 Conference/seminar requests

- (a) Purpose: Define the criteria for attending required and discretionary training.
- (b) Conference/seminar request procedure
  - (i) Todd County employees must keep up to date with changes being made outside the county which affect the way county business is performed. It is also the intent of Todd County to encourage development of its staff to the fullest extent possible. Two areas that are used for this are "required" and "discretionary" training.
- (c) Required training
  - (i) Training requirements prescribed by governing authorities, or by an approved employee development program.
- (d) Discretionary training
  - (i) Training requirements that allow staff to attend workshop/seminar activities related to their current position or an approved individual development plan.



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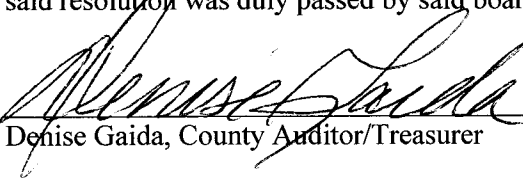
- (ii) Todd County will reimburse or pay directly for registration fees, meals, lodging, and transportation to and from an approved session as defined in the county's travel and meal reimbursement policies.
- (e) A training request must be approved by the Department Head or Supervisor prior to attendance.

Section 1.05 Other Resolutions

It is understood that this Resolution replaces and supersedes all prior County Board actions, oral or written, relating to the subject matter hereof.

STATE OF MINNESOTA }  
COUNTY OF TODD }

I, Denise Gaida, Todd County Auditor/Treasurer, hereby certify that I have compared the foregoing copy of the resolution of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board at a meeting duly held on November 19<sup>th</sup>, 2019, and that the same is a true and correct copy of said original record and of the whole thereof, and that said resolution was duly passed by said board at said meeting. Witness my hand and seal this 19<sup>th</sup> day of November, 2019.

  
Denise Gaida, County Auditor/Treasurer