

No reimbursement shall be made without original receipt and supporting documentation. This must be presented to the County Treasurer's office.

1. Mileage: Mileage shall be reimbursed at the current rate set forth by the Ohio County Fiscal Court. Mileage shall be calculated from the employee's workstation (physical address) to the travel destination point unless it is proven that it is more economical to leave from the employee's home address.

Mileage commuting between employee's home and workstation shall not be paid.

2. Meals:

TRAVEL TIME TABLE		
Traveling To:		
	Breakfast	If you are in route to your destination before 6:30 a.m.
	Lunch	If you are in route to your destination before 11:00 a.m.
	Supper	If you are in route to your destination before 5:00 p.m.
Traveling From	Breakfast	If you return to your workstation past 9:00 a.m.
	Lunch	If you return to your workstation past 1:00 p.m.
	Supper	If you return to your workstation past 5:00 p.m.

(IRS 119 – meals or lodging for employer's convenience.)

Required Meetings or Training: If a county employee is attending a meeting or training (approved by Fiscal Court, Sheriff, Jailer) out of the county, and employee will be gone more than 3 hours, but not overnight meal reimbursements listed in the Travel Time Table above will apply.

Overnight Travel: Reimbursement for meals is eligible for payment if overnight travel has occurred using Travel Time Chart above.

Eligible meals are not to exceed up to **\$60 per day**. A detailed voucher must be presented to Ohio County Treasurer's Office for payment. It is **recommended** to apply the following guidelines when traveling.

Breakfast \$15.00

Lunch \$15.00

Dinner \$30.00

If meal rate of \$60 per day is exceeded then employee is expected to reimburse the court for the total amount over. If employee does not reimburse the court then they must come before the court at a regular Fiscal Court Meeting to explain why.

Appointed personnel and/or county employee must have prior approval for travel by their Supervisor/Department Head, Judge Executive, Sheriff, County Clerk, Jailer, or County Attorney. All travel expenses must be kept within each respective department's travel/training budget. Travel/reimbursement to commence with allotted travel time prior to time of registration. Approval reimbursement will be: registration fees, mileage (itemized voucher is required, with in town mileage listed separate), and motel expense, not to exceed conference rate. There will be no reimbursement for meals included in conference registration. Reimbursement for mileage will be at the current rate set forth by the Fiscal Court. All out of state conference travel must have prior Fiscal Court approval. To be