

# HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT

*Beverly Atwood, Chair*  
*Will Dennis, Vice Chair*  
*Jerry Ford, Secretary*

*Chris Gregory*  
*Judy Kerr*  
*Lesley Overman*

*Amy Thomas, Admin Ofcr*

## **AUDIT COMMITTEE**

JANUARY 6, 2026 | 5:00PM | MAYOR'S OFFICE

### **Agenda**

1. Open Meeting
2. Review Minutes of November 4, 2025
3. General Discussion
  - A. Travel Policy
  - B. Other
4. Public Comment
5. Adjourn

HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT

**AUDIT COMMITTEE**

NOVEMBER 4, 2025 | 6:00PM | MAYOR'S OFFICE

**MINUTES**

Members Present: 7/7

Beverly Atwood

Judy Kerr

Amy Thomas

Will Dennis

Chris Gregory

Jerry Ford

Lesley Overman

Madam Chairman Beverly Atwood called the meeting to order at 6pm. A quorum was determined to be present with all members in attendance.

Minutes of the February 20<sup>th</sup> meeting were reviewed.

Motion to accept as presented by Gregory; seconded by Overman

**MINUTES APPROVED**

**Officer Election**

Motion by Overman to retain the current officers in their existing positions; second by Gregory

**MOTION CARRIED**

**Chair – Beverly Atwood**

**Vice Chair – Will Dennis**

**Secretary – Jerry Ford**

**General Discussion**

- A. Administrative Officer Amy Thomas has requested an update of the County Travel Policy. The Committee was given the existing policy and a proposed update in their packets to review for the next Committee meeting. The proposed policy cleans up ambiguities and clarifies the language in the current as well as adding travel options such as Uber, Lyft, and air travel.
- B. Goals for the year. At the October Commission meeting, Chairman Taylor charged the Commission and the Committees to think about what they would like to accomplish in the next year. Other policies will need to be reviewed this year such as Purchasing. Gregory noted that he would like to see the Commissioner Training that is mandated by the state to be enforced.

*From the CTAS site "Beginning September 1, 2018, newly-elected or newly-appointed county commissioners are required to complete orientation training provided by CTAS under T.C.A. § 5-5-113. In addition, those newly elected members will also be required to complete eight (8) hours of continuing education provided or approved by CTAS on an annual basis. The requirements for this training, including exemptions from the training requirements, are described below. The comptroller will publish annually a list of commissioners with the hours of training required and the hours each commissioner has obtained."*

Atwood agreed and would like to see a 90% completed rate this year.

**Public Comment** – none presented

**Adjourn**

Motion to adjourn by Dennis; seconded by Overman. Meeting adjourned at 6:30pm.

*Next meeting scheduled for January 6 at 5pm in the Mayor's Office.*

# HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT

## COMPREHENSIVE TRAVEL REGULATIONS

These regulations are promulgated by the Hartsville/Trousdale County Commission and shall constitute the official travel policy regarding travel at County expense. Authorization for travel will not be granted and expenses will not be reimbursed unless travel is made, and reimbursement claimed in accordance with these regulations.

1. Travel reimbursement applies only to expenses outside of the normal work area. Claims for reimbursement for travel expenses should be submitted no later than thirty (30) days after completion of the travel. Claims submitted after this period must provide written explanation for the delay.
2. Approved travel is on the basis of reimbursement for the necessary business expenses incurred subject to the limitations set forth herein. Receipts are required for all items or fares (see Appendix "A" rate schedule attached). A receipt is always required regardless of the amount claimed. Lodging receipts must itemize room charges and taxes. In the case of a lost receipt, claimant must submit to his/her supervisor a handwritten receipt stating what was purchased and the amount to be reimbursed. Reimbursement of this type receipt must have elected official or supervisor approval.
3. In no instance shall mileage claimed for reimbursement exceed actual miles traveled.
4. The employee is considered to be on official travel status, and, as such, eligible for reimbursement of travel expenses, at the time of departure from the employee's official station or residence, whichever is applicable, for the purpose of traveling on official business. Expenses for meals and lodging will be allowed when overnight travel or occasional excessive hours of work are required outside the county of the employee's station or residence.
5. The following time schedule shall determine eligibility for reimbursements for meals. Any employee at his or her official station during these times shall not be entitled to reimbursement.

Breakfast:	7:00 a.m. - 8:00 a.m.
Lunch:	11:00 a.m. - 1:30 p.m.
Dinner:	5:00 p.m. - 6:30 p.m.

When overnight travel is involved, reimbursement for the dinner meal will be made regardless of the time of departure on official business. When overnight travel is not involved, reimbursement for the lunch meal will not be made unless the employee is also eligible for reimbursement of the dinner meal.

6. The limits on travel expenses set forth herein are maximum amounts above which reimbursements cannot be made. Employees, when traveling, should be as conservative as circumstances permit.

### CLAIMS FOR TRAVEL EXPENSE

1. The standard form (Appendix B) will be used for all claims for travel expense. Any recovery of the cost of travel by other methods is not allowed. This form must show movement and detail expenses day by day. Receipts must accompany this form, and a separate claim for expenses must be filed by each claimant. Travel claims shall be typed or in ink.
2. Expenses of books, supplies, postage, stenographic help, and other items that do not constitute actual traveling expenses should not be made a part of the travel claim. (*see attached PerDiem schedule*)

## TRANSPORTATION

1. Transportation for persons traveling singly out of state should be by common carrier (air, train, bus) whenever practicable, and the fare must not exceed the regular tourist fare charged to the general public.  
  
Advantage of round-trip rates must be taken when available. A receipt in the form of a ticket stub must accompany the expense claim. The use of air travel is encouraged when time is an important factor, or where the trip is so long that other methods would prove more expensive because of subsistence allowance.
2. **AUTOMOBILE TRAVEL** – Officials and employees should make use of County-owned cars whenever possible. However, these vehicles should be used only on official business.
3. When transportation is by County-owned vehicle, the necessary automobile repair bills, tolls, parking, gasoline, and storage expenses are allowable. In the use of personally owned cars, the authorized mileage allowance includes all operating expenses such as gas, oil and repairs precluding any separate claim for such items.
4. Excepting employees who have been authorized to use personal cars in the daily performance of their duties and/or to whom County cars are not available, the use of personally owned cars in travel should be restricted to cases when county-owned vehicles are not available. Reimbursement for mileage may be claimed under the following conditions:
  - a. If an employee is authorized to use a personal vehicle on out-of-state trips for the convenience of the County, reimbursement may be claimed at the standard mileage rate (see rate schedule attached) provided that the cost of such reimbursement is less than the comparable cost of commercial transportation including taxi fares and/or limousine charges.
  - b. If mileage verification is necessary, MapQuest or other on-line distance verification may be used.
  - c. Vicinity mileage must be reported on a separate line and not included with point to point mileage. Only mileage on official business may be claimed for reimbursement.
5. **TAXI FARES** – If an individual travels by common carrier, reasonable taxi fares will be allowed for necessary transportation (see (9) below). It is expected that bus or limousine service to and from airports will be used when available and practical. In traveling between hotels or lodging, and meeting or conference, reasonable taxi fares will be allowed.
6. **TOLLS AND FERRY FEES** – Reasonable tolls and ferry fees will be allowed when necessary.
7. **PARKING** – Necessary charges for airport parking are allowed provided that airport parking fees should not exceed normal taxi fare to and from the airport, or the cost of two round trips in the employee's personal car (see (9) below). Necessary charges for overnight hotel parking are allowed. Receipts must be furnished on airport and hotel parking.

Those employees required to use commercial parking facilities in the daily performance of duties will be allowed reimbursement for actual costs up to the maximum indicated per day (see rate schedule attached). Unnecessary meals and lodging expenses which are occasioned by the use of an automobile for reasons of the employee's personal convenience, or which are due to travel by an indirect route, will not be allowed.

If travel is by common carrier, the employee will be reimbursed for expenses in traveling to and from the common carrier including, but not limited to, the reasonable cost of one round trip taxi fare, or parking of the employee's personal car at the location of the common carrier, plus mileage of one round trip, or mileage of two round trips in the employee's personal car (subject to a 200- mile maximum for two round trips).

## **OUT OF STATE TRAVEL**

1. **LODGING** – Reimbursement for actual expenses for out-of-state lodging will be on the following basis:
  - a. Out of state lodging will be allowed up to the maximum indicated (see rate schedule attached); however, in-route lodging will be allowed for only one day each way on trips of long duration.
  - b. Higher rates for lodging at the location of a convention or conference will be allowed, without special approval, up to the amount indicated in the convention or conference brochure. If more than one rate is indicated, the lowest rate is the amount which will be reimbursed. However, the employee should attempt to receive a government rate for the lodging. Reimbursement will be limited to the applicable lodging rate as provided in these regulations.
  - c. When employees share a hotel room, each employee should claim a proportionate share of the room cost and include an explanation with his or her travel claim detailing dates and other employees with whom the room was shared.
  - d. If a room is shared with other than a County employee, actual cost subject to the maximum above will be allowed. The receipt for the entire amount should be submitted with the expense account.
  - e. In all cases of out of state travel, the reimbursement rate shall be that utilized by the U. S. General Services Administration CONUS (Continental United States) rates provided by the federal government.

## **IN-STATE TRAVEL**

1. **LODGING** – Reimbursement for actual expenses for in-state lodging will be made on the following basis:
  - a. Lodging in the cities in-state, as well as all state parks will be allowed up to the maximum amount indicated (see rate schedule attached).
  - b. Higher rates for lodging at the location of a convention or conference will be allowed, up to the amount indicated in the convention or conference brochure. If more than one rate is indicated, the lowest rate is the amount which will be reimbursed. However, the employee should attempt to receive a government rate for lodging. Reimbursement will be limited to the applicable lodging rate as provided in these regulations.
  - c. When employees share a hotel room, each employee should claim a proportionate share of the room cost and include an explanation with his or her travel claim detailing dates and other employees with whom the room was shared.
  - d. If a room is shared with other than a County employee, actual cost subject to the maximum above will be allowed. The receipt for the entire amount should be submitted with the expense account.
  - e. In all cases of in-state travel, the reimbursement rate approved by the State of Tennessee shall apply.
2. **MEALS** - A daily meal allowance will be provided for in-state travel. For fractional days in travel status, the allowance will be pro-rated (see rate schedule attached). Employees on overnight travel status not claiming lodging must include an explanation to claim meal allowances (e.g. staying with friends).

## **MISCELLANEOUS**

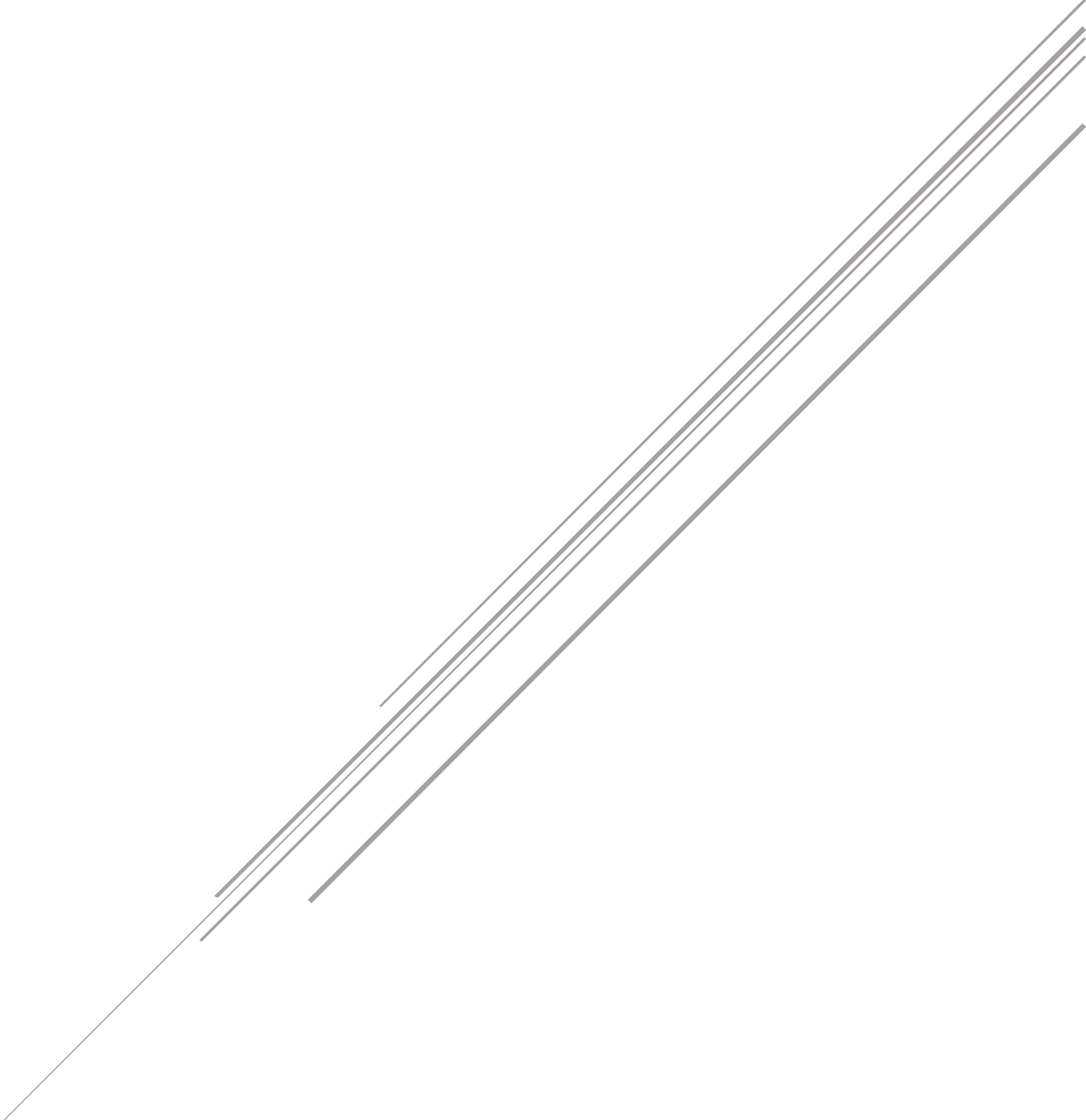
1. Expenditures for entertainment (employee or others), laundry, valet service, theater, etc., are personal charges and will not be allowed.
2. Charges for long distance telephone calls on official business will be allowed provided a statement is furnished indicating the date, name and location called. Local calls on official business will be allowed.
3. Registration fees for approved conferences, conventions, seminars, meetings, etc., will be allowed including cost of official banquets and/or luncheons, until the department's total expenditures for travel equals the department's budget amount for travel. However, no separate claim for the corresponding meal will be allowed when a banquet or luncheon is claimed.
4. All signatures on travel claims must be original. No stamped signatures or initialed signatures made by a person other than the person making the claim for expenses or indicating approval/authorization will be permitted.

These rules and regulations supersede and rescind all previous travel regulations and any previously approved exceptions thereto.

These rules and regulations shall be and remain in full force and effect from and after the date of passage, until withdrawn, modified or rescinded by subsequent rules and regulations which may hereafter be promulgated and apply only to those departments with a travel appropriation.

# TRAVEL POLICY

Travel policy of Hartsville/Trousdale County Government



# Contents

I.	GENERAL POLCY.....	2
II.	TRAVEL REIMBURSEMENT REQUEST FORMS.....	3
III.	TRANSPORTATION AND RELATED EXPENSES.....	4
IV.	AIR TRAVEL.....	5
V.	GROUND TRANSPORTATION.....	5
VI.	LODGING.....	6
VII.	MEALS AND INCIDENTALS:.....	7
VIII.	REGISTRATION FEES AND TRAINING MATERIALS.....	7
IX.	TRAVEL ADVANCES.....	8
X.	EXTENDED TRAVEL.....	8
XI.	HONORARIUMS.....	8
XII.	OTHER EXPENSES.....	9
XIII.	EXCEPTIONS:.....	9

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## **TRAVEL POLICY**

The procedures in this policy govern travel at Hartsville/Trousdale County expense. Travel expense reimbursement will not be made unless the travel is made, and the reimbursement claimed for travel is in accordance with this travel policy. It is the responsibility of the employee or official to be familiar with the travel policy and adhere to the policies and procedures within. Deliberate disregard of these regulations while traveling on County business or filing an intentionally misleading or fraudulent travel claim is grounds for disciplinary action, up to and including termination.

### **I. GENERAL POLICY**

1. Travel expenses will be considered for reimbursement only when the funds are available within the requesting departments approved budget. It is the responsibility of the Department Head or Elected Official to verify funds are available before authorizing travel.
2. Claims for travel expense reimbursement must be submitted on a Hartsville/Trousdale County Travel and Expense Reimbursement Form no later than thirty (30) days after completion of travel. Blank Forms are available in the Accounting office and on the County website under Budget Department – Forms and Applications.
3. Travel may not be undertaken unless authorized in advance by the proper Elected Official or Department Head. All overnight travel requests must be approved as budget allows. Policies and procedures herein are minimum standards for Departments. Departments may establish additional guidelines if necessary.
4. Travel must be either necessary for the proper execution of official Hartsville/Trousdale County business or in justifiable pursuit of the betterment of Hartsville/Trousdale County. Professional meetings and conferences must be directly associated with the employee's duties and role within their job classification.
5. Travel expenses that are to be paid from special grant or contract funds will be in accordance with the provisions of the grant or contract guidelines. It is the requesting department's responsibility to make sure those specified guidelines are followed. If there are no specific guidelines established by the grant or contract, expenses will be reimbursed in accordance with this policy.
6. Expenses associated with travel of an employee's spouse, family or friends will not be reimbursed by Hartsville/Trousdale County. Employees shall not arrange travel that is less advantageous or causes greater expense to Hartsville/Trousdale County to accommodate personal travel plans. Any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals, or transportation are the sole responsibility of the employee. Notation of employee's spouse or other individual's traveling with the employee should be noted on any applicable forms or receipts.

## **II. TRAVEL REIMBURSEMENT REQUEST FORMS**

1. The Hartsville/Trousdale County Travel Reimbursement Request Form must be used to obtain reimbursement for travel expenses.
2. The travel expense report must be itemized and properly completed. Totals must be provided for each column, and the grand total of the claim must be shown. Receipts shall be in their original form, legible, detailed and must be attached.
3. All costs incurred are subject to audit before reimbursement is issued. All information necessary to support the claim must be disclosed, including the full nature, purpose, and details of the travel.
4. A separate Travel Reimbursement Request Form must be completed by each employee seeking reimbursement for travel expenses. If one employee has paid for another employee, the name and reason must be noted on the receipts and the reimbursement form.
5. All Travel Reimbursement Request Forms must be signed by the person filing the claim as well as their official/department head before a claim will be accepted. Signatures must be original.

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### III. TRANSPORTATION AND RELATED EXPENSES

1. General:
  - a. When traveling, the employee should be as conservative as possible. The lower cost should be selected whenever possible. Travel should be the most direct route possible; an individual traveling an indirect route must assume any additional expenses. Carpooling should be taken advantage of as possible.
  - b. Transportation should be by common carriers whenever practical and employees should take advantage of reduced rates, advanced booking, and any other discounts available at the time. Rates shouldn't exceed tourist rates or coach fares.
  - c. Unexpected expenses must have detailed receipts with a detailed explanation of any deviation from policy.
2. Mileage:
  - a. If an employee is furnished a county-owned vehicle, mileage will not be allowed. County owned vehicles have a fuel key assigned to the vehicle. If for any reason the county fuel card does not process, the employee may use the County credit card if available or will be reimbursed for out of pocket expenses.
  - b. If an employee must use their personally-owned vehicle, mileage will be reimbursed based on the rate set by the U.S. General Services Administration. This is found on the website: [www.gsa.gov](http://www.gsa.gov). Please note these rates may change effective October 1<sup>st</sup> of each year. The Travel Reimbursement Request Form must indicate the employee's origin and destination, and purpose of business.
  - c. Employees may use MapQuest or Google Maps to calculate mileage to destinations. The County does not reimburse employees for normal commuting mileage, therefore procedures for calculating mileage when using a personal vehicle are as follows:
    - i. If an employee begins or ends a trip at their official workstation, reimbursable mileage will be the mileage from the official workstation to the destination.
    - ii. If work is performed by the employee in route to their official workstation, reimbursable mileage is computed by deducting the employee's normal commuting mileage from the actual mileage driven.
    - iii. If an employee begins or ends their trip at their residence without stopping at their official station, reimbursable mileage will be the lesser of the mileage from the employee's residence to their destination or their official station to the destination. On weekends or holidays, the employee may be reimbursed for the actual mileage from their residence to the destination.
    - iv. If an employee travels between destinations without returning to their official workstation or their residence, the actual mileage between those destinations is reimbursable.

#### IV. AIR TRAVEL

1. Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. Hartsville/Trousdale County will pay only the cost of the lowest coach class fare available. Individuals may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive tickets are available on another airline.
2. Airline baggage fees for up to (2) bags will be reimbursed.
3. Fees for handling of promotional equipment or materials if required for training/presentations will be allowed.

#### V. GROUND TRANSPORTATION

1. **COURTESY CARS** – Many hotels have courtesy cars which will take you to and from the airport at no charge. The hotel will generally have a well-marked courtesy phone at the airport if this service is available. Employees should take advantage of this free service whenever possible.
2. **AIRPORT SHUTTLE OR BUS** – Airport shuttles generally travel to and from major hotels for a minimal fee. Airport shuttles or busses are generally located near the airport's baggage claim area and can be less expensive than cabs if available.
3. **TAXI/UBER/LYFT FARES** – In traveling between hotels or other lodging and meeting or conference sites, reasonable taxi fares with receipt will be allowed.
4. **RENTAL CARS** – Rental of vehicles can be costly. This form of transportation should be utilized only when a County provided auto is not available and the use of a personal vehicle is not an option. The use of a rental car should be approved by the Budget Director.
5. **TOLLS AND FERRY FEES** – Reasonable tolls and ferry fees will be allowed if a necessity for transportation.
6. **PARKING** – Necessary charges for airport and overnight hotel parking will be allowed. The costs of parking tickets, fines, car washes, valet service, etc. are the responsibility of the employee and will not be reimbursed by the County. Receipts must be furnished for airport and hotel parking. The lowest cost (economy) parking will be reimbursed.

## VI. LODGING

1. Reservations for lodging will be made by the employee traveling or by a designee appointed within the department by the Department Head or Elected Official. If available, the employee may use the County credit card if available or will be reimbursed for out of pocket expenses.
2. The maximum rates that an employee will be reimbursed will be the same as those maintained by the U.S. General Services Administration for the federal employees within the continental United States (CONUS). This is found on the website: [www.gsa.gov](http://www.gsa.gov). If a city is not listed, then the general rate for the state will prevail. This schedule should be used for in-state and out-of-state travel. The CONUS list contains a standard reimbursement rate for lodging and meals and incidentals.
3. It is the Department Head/Elected Official or their designee's responsibility to ensure the rates provided on the CONUS list are adhered to by the employee. If the rates are not followed, the employee may not receive the full amount requested to be reimbursed. If a County credit card was used for travel, the employee may be requested to reimburse the County for amounts that are over the CONUS rates.
4. Lodging receipts are required and must itemize the room charges and taxes by date. It is the Department Head/Elected Official's responsibility to ensure that a tax exemption form is obtained for the lodging.
5. **If a Convention rate exceeds the maximum reimbursement rate on the CONUS list, the higher rate will be reimbursed if the convention brochure or registration form is provided as documentation.**
6. In the event a room is shared by employees and the room is charged to a Hartsville/Trousdale County credit card, the employee with the room's charges on their statement should list the individual's names staying in the room.
7. In the event a room is shared by employees who are being reimbursed, both employees should attach an explanation to their travel claim detailing dates and other employee's names who shared the room. The lodging cost may be claimed by the employee who incurred the cost, or one half the double occupancy charges may be allowable for each employee.
8. If other means of payment for lodging are not an option, a check may be requested for a room deposit by presenting documentation supporting the request. A request for a check must be submitted in ample time to allow for processing. (*minimum 2 weeks*)

## **VII. MEALS AND INCIDENTALS:**

1. The maximum rates that an employee will be reimbursed for meals and incidentals (M & I) will be the same as those maintained by the U.S. General Services Administration for the federal employees within the continental United States (CONUS). This is found on the website: [www.gsa.gov](http://www.gsa.gov). If a city is not listed, then the general rate for the state will prevail. This schedule should be used for in-state and out-of-state travel. The CONUS list contains a standard reimbursement rate for lodging and meals and incidentals.
2. It is the Department Head/Elected Official or their designee's responsibility to ensure the rates provided on the CONUS list are adhered to by the employee. If the rates are not followed, the employee may not receive the full amount requested to be reimbursed. If a County credit card was used for travel, the employee may be requested to reimburse the County for amounts that are over the CONUS rates.
3. The maximum per diem rates on the CONUS schedule will be the standard used for calculation of reimbursement for meals and incidentals (M & I). Incidentals include miscellaneous costs such as tips, baggage handling, telephone calls, etc. as related to County business. Generally, the applicable maximum per diem rate for each calendar day of travel shall be determined by the location of lodging. If a city is not listed, then the general rate for the state will prevail.
4. Employees on overnight travel status not claiming lodging must include an explanation to claim meal allowances (e.g. staying with friends).
5. No separate claim for a meal will be allowed when breakfast, lunch, or banquet is included in the registration form for a conference or training. Any meals included in the registration should be deducted from the CONUS rate for meals and incidentals.
6. The purchase of alcohol or tobacco products will not be reimbursed. If using a County credit card, these type purchases should be requested on a separate ticket so the employee may pay for the purchase separately.
7. On-site fee internet access should be utilized when available. If internet access while traveling is desired, it will be at the traveler's own expense. However, the Department Head/Elected Official may allow one charge per day if it is determined it is for the training or enhancement of the employee's duties. This should be approved prior to traveling.

## **VIII. REGISTRATION FEES AND TRAINING MATERIALS**

If available, the employee should have the expenses invoiced to the County or use a County credit card for payment of registration fees and training materials. There must be detailed documentation/receipts for these charges. The fees should be the amount necessary to qualify the employee to attend conferences, conventions, meetings, workshops, etc. provided the attendance falls in line with the duties and responsibilities of the employee's job or office.

## **IX. TRAVEL ADVANCES (leave or remove?)**

1. Travel advances will be granted under extraordinary circumstances. If other options of payment are not available, an employee may request a travel advance. A request for temporary travel advance should be sent to the County Budget Director two weeks prior to departure date with the estimated expenditures for the travel. No advance will be issued for less than \$100.00. This advance will be charged to the appropriate line item for the travel within the department's budget.
2. Each employee receiving a temporary travel advance for the first time must sign a payroll deduction authorization form which will allow the county to recover the advance from any salary owed the employee in the event of termination of employment or failure to submit a travel claim. This deduction from payroll should be used as a last resort in the event all other efforts to collect the advance have failed.
3. Upon return, the employee should submit an expense claim detailing the actual expenditures using the CONUS reimbursement schedules. This expense form should be reviewed by the Department Head/Elected Official or their designee to ensure that all travel policies were followed. This claim should be the total allowable expenses with the advance amount being subtracted from the total expenses.
4. The claims should be forwarded to the Accounting Department to be matched with the advance. If the advance exceeds the actual expenses, the employee should attach their personal check to the Travel Reimbursement Request Form for the difference.
5. Any balance representing expenditures in excess of the advance will be reimbursed to the employee and charged to the appropriate line item where the advance originated within the department's budget.

## **X. EXTENDED TRAVEL**

Special arrangements should be made in advance with the employee's Elected Official for extended travel or travel more than two weeks. This provision is to cover employees attending schools or institutes and employees performing auditing, investigative or like duties that may require absence from their official stations for more than one month.

## **XI. HONORARIUMS**

The ability of an employee to accept any honorarium from private entities is limited to those occasions that are not in violation of the Code of Ethics of Hartsville/Trousdale County. Generally, receiving honorariums from public or quasi-public entities, community organizations, or non-profit charitable or educational organizations are permissible as long as the honorarium is not given to persuade the employee to perform or refrain from performance of an act that the employee would be expected to perform, or refrain from performing, in the regular course of their duties. Should an employee accept a permissible honorarium, the employee must complete a gratuity form and file it with the County Clerk's office.

**XII. OTHER EXPENSES**

1. The County will not reimburse sales tax for items that are covered under other purchasing methods within the Hartsville/Trousdale County's Purchasing Policy and Procedures.
2. Elected Officials/Department Heads may occasionally incur expenses for group breakfast, luncheons, or dinners for business purposes that are appropriate in the conduct of official County business. Such events should be occasioned by a meeting of long duration or by circumstances where it is more feasible to provide meals than to recess the meeting. Expenses for meals for employees occasioned by meetings or work sessions called by an Elected Official/Department Head are allowed. A detailed receipt or other satisfactory documentation which includes listing the individuals attending the meeting or work session is required for reimbursement. The Elected Official/Department Head should use the Hartsville/Trousdale County credit card for these type purchases when available and are subject to the Policy and Procedures therein. No lavish or extravagant cost will be reimbursed.
3. Elected Officials/Department Heads may occasionally host guests of the State or conduct other official business (seminars/training), whereby reasonable cost of food and related cost will be reimbursed. When available, the Hartsville/Trousdale County credit card should be used for these type functions. Detailed receipts and supporting documentation detailing how the event is relevant to the duties of the department will be required for reimbursement. No lavish or extravagant cost will be reimbursed.

**XIII. EXCEPTIONS:**

The Mayor and County Budget Director shall have the authority under extenuating circumstances to grant exemption from any part of these rules and regulations when deemed appropriate and necessary and in the best interest of the County.

Effective \_\_\_\_\_

**Attachment A: Sample Form**

**TRAVEL REIMBURSEMENT FORM**

Name \_\_\_\_\_

Fund – Account \_\_\_\_\_

Travel Dates \_\_\_\_\_

- Travel forms must be submitted to the Accounting Department within 30 days of the end date of travel.
- Attach any corresponding receipts to back up travel claims
- Consult the current year Per Diem Rates for Expenses

**MILEAGE – PERSONAL VEHICLE**

Date	From Destination	To Destination	Event	Miles	Rate	Amount

**Total Mileage**

**MEALS**

Date	Meal	Vendor	Amount
	<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> O		
	<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> O		
	<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> O		
	<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> O		
	<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> O		
	<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> O		
	<input type="checkbox"/> B <input type="checkbox"/> L <input type="checkbox"/> D <input type="checkbox"/> O		

**Total Meals**

**LODGING**

Vendor	Check In	Check Out	Amount

**Total Lodging**

**MISCELLANEOUS**

Date	Vendor	Description of Expense	Amount

**Total Misc**

**Total Travel Reimbursement Request**

**NOTES**

By you signature below, you claim the travel submission is true and correct and abides by the HTCG Travel Policy.

**Attach all corresponding receipts and documentation to this form.**

Employee Signature \_\_\_\_\_ Official/Dept Head Signature \_\_\_\_\_

Received by Accounting \_\_\_\_\_ Approved by Mayor \_\_\_\_\_