

FROM THE OFFICE OF THE COUNTY AUDITOR

Travel Policy FAQs

- Is air travel reimbursable? Yes, we will reimburse the full cost of the lowest cost flight option with a receipt. We will also reimburse for one checked bag. We will not reimburse for upgrades.
- If there is a cheaper flight if I stay an extra day, should I do that? Don't forget that an extra day means extra lodging and per diem. If it is still cheaper for the County, even with paying those extra costs, then yes!!
- Are county vehicles available? Yes. Please contact Central Services to reserve a vehicle. Each vehicle has a fleet gas card. If you use a personal credit card to buy fuel, you may be reimbursed with a receipt. You need a valid Montana driver's license. **No personal use!**
- Can I take my pet koala in a County vehicle? No private passengers, including pets, in a County vehicle. If you really have a pet koala, the County Auditor will volunteer to take care of it for a few days.
- Can I use my personal vehicle? While using a county vehicle is preferred, you may use your personal vehicle. You will be reimbursed per mile at the IRS rate, so keep track of your mileage. You need a valid Montana driver's license and carry the proper insurance.
- If I drive my personal vehicle and get in a wreck, will the County insurance cover repairs? No, the County does not provide coverage for loss or damage to personal vehicles.
- If I prefer to drive my personal vehicle even if a flight is available, can I do that? Yes, but your reimbursement may not exceed the cost of the flight.
- How do you pronounce the word hors d'oeuvres? Or-dervs.
- Can I use a rental vehicle for travel? Yes, but you must document that using a rental vehicle is the lowest cost option. Otherwise, no. Contact the Auditor's office for more rental vehicle information.
- If I receive a parking or traffic ticket while travelling on County business, will the County pay for the ticket? Um...no.
- If I stay at the hotel at a conference site, is that reimbursable? Yes, the County will reimburse the full cost of the room at a conference site. Room and tax only. Need a hotel receipt, also called a folio.
- What if that hotel is booked? The County will reimburse the full cost of an alternate hotel **up to** the conference site room cost. So, don't pick a more expensive one. Need a receipt.
- What if there are no lodging arrangements for a conference? The County will reimburse up to the U.S. General Services Administration (GSA) rate for lodging. Need a receipt.

<https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup> If there are no suitable choices for that cost, contact the Auditor's Office before making other arrangements.

- What is the answer to the ultimate question of life, the universe, and everything? Forty-two.
- Can I use Airbnb? Yeppers. Be sure to get a receipt or folio.
- Can I share a room with my spouse or significant other? Yes, but the County will only reimburse for single occupancy. Call the Auditor's Office for more information.
- Do I need receipts for per diem reimbursements? Nope
- Where can I find per diem rates? <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>
- On travel days I may leave after breakfast or return before dinner. Do I still get a whole day's per diem? No. On travel days you only receive per diem reimbursement for meals actually taken while travelling.
- If lunch is provided at a conference, but I'd rather eat somewhere else, can I still get reimbursed? No. If a meal is provided at a conference or training, that means the County has already paid for that meal through the registration fee. No double dipping!!
- Who was that weird guy in Russia back in the day? Rasputin.
- If my travel is confined to one day, in other words no overnight stay, can I still get per diem reimbursement? Yes. Send the reimbursement claim form to payroll. This is considered taxable income by the IRS and will be part of your paycheck.
- May I combine travel for County business with personal travel? Yes, but reimbursements and payments will be made **only** for those costs necessary for the County's portion. Please call the Auditor's Office before planning this trip!
- Can I get a travel advance? Yes, within limits. Please call the Auditor's Office for more information.
- What are some expenses that are not allowed? Anything fun. No alcohol, movies, porter service for luggage, optional valet parking, entertainment fees or social event fees at a conference (like golf), etc.
- Is this the last question? No.
- Will the county ever pay travel expenses for non-County employees? Are travel expenses ever paid by a third party? Will the County pay for travel expenses for position vacancy interviews? All good questions...all yes. Please call the Auditor's Office for more information on these topics.

Feel free to call the County Auditor at 258-3526 if you have any questions about this policy, or any County policy.