Response to Questions on the FY 2010 County's Line of Business & Schools Program Review Processes Fall 2008

Request By: Public

Question: Explain the current County policy on travel and training for employees that takes place outside of the County.

Response: The County's Department of Finance maintains and updates a procedural memorandum regarding Travel Policies and Procedures. In addition, each agency maintains internal policies related to travel. The County reimburses individuals required to travel on official County business for reasonable and necessary expenses incurred during travel that meets both the stated County policy and specific agency policy. An employee required to travel on official County business must exercise prudent judgment when making travel arrangements and must seek the most economical means to minimize travel costs.

- If training is offered at multiple alternative locations, staff should attend the location that results in the least overall cost to the County.
- The traveler should always request the most economical lodging available (including requesting the government rate).
- A single traveler should always request a single room rate.
- As appropriate, if a County employee is invited by an outside entity to participate in an activity requiring travel, the traveler should inquire about the availability of travel expense reimbursement.
- The traveler should strive to take advantage of all discounts. If discounted rates are not taken due to the fault of the traveler, then the traveler may be responsible for the increased cost at the discretion of the department head.

All non-local travel requires prior approval. Travelers are reimbursed up to the per diem lodging rate for the specific dates of travel as prescribed in the appropriate schedule (please see attached). All non-discretionary add-on fees and taxes, such as tourism taxes and hospitality taxes, will be reimbursed if out of the control of the traveler.

Travelers will be reimbursed for meals up to the per diem rate for the specific dates of travel as prescribed in the attached schedule. This daily amount is intended to cover the cost of meals including tax and tip as well as other incidental expenses.

An employee using a privately-owned vehicle required to report to a work site other than his or her regularly assigned location, may request reimbursement for travel mileage as shown on the attachment.

Travelers are required to submit required receipts and documentation, through the appropriate department staff to Department of Finance within 10 business days after trip completion. This requirement applies also to emergency travel.

It should be noted that, to maximize resources, Fairfax County operates a countywide Employee Development and Learning Program. The Organizational Development and Training Division within the Department of Human Resources coordinates this training, a portion of which is contracted out, and is based on a competency model. It is offered within the County to all employees, eliminating the need for expensive travel costs. This training includes New Employee Orientation, writing and grammar classes provided through Fairfax County Public Schools, the Tuition Assistance Program/Language Tuition Assistance Program, and a host of other courses including process improvement, customer service, leadership development and supervisory skills, among others.

ATTACHMENT

<table>
<tr><th colspan="2">Current Reimbursement Rates
Effective: July 1, 2008</th></tr>
<tr><th>Category</th><th>Reimbursement Rate / Requirement</th></tr>
<tr><td>Dinner Allowance</td><td>$22.00 maximum (including meal, tax and tip)</td></tr>
<tr><td>Mileage (use of privately-owned auto)</td><td>58.5 cents per mile (Federal IRS rate)</td></tr>
<tr><td>Meals & Incidental Expenses (M&IE), including taxes and tips</td><td>Up to federal M&IE per diem for the travel destination prescribed as follows:
<table>
<tr><th>M&IE</th><th>$39</th><th>$44</th><th>$49</th><th>$54</th><th>$59</th><th>$64</th></tr>
<tr><td>Breakfast</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr>
<tr><td>Lunch</td><td>11</td><td>12</td><td>13</td><td>15</td><td>16</td><td>18</td></tr>
<tr><td>Dinner</td><td>18</td><td>21</td><td>24</td><td>26</td><td>29</td><td>31</td></tr>
<tr><td>Incidentals</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td></tr>
</table>
Table 1
For Domestic Travel – by the U.S. General Services Administration. Table 1 provides the breakdown of individual meal rates for each M&IE See www.gsa.gov/perdiem
For International Travel – by the U.S Department of State. See www.state.gov/m/a/als/prdm
Links to both sites are available on the DOF Infoweb site. See infoweb/finance/travel.htm
75% of applicable per diem rate on departure and return days.
75% of applicable per diem rate for employees on Same Day Non-Local travel.</td></tr>
<tr><td>Personal Phone Call Per Diem</td><td>$5 per day (including departure and return days)</td></tr>
<tr><td>Lodging</td><td>Up to federal lodging per diem for the travel destination prescribed as follows:
For Domestic Travel – by the U.S. General Services Administration. See www.gsa.gov/perdiem
For International Travel – by the U.S Department of State. See www.state.gov/m/a/als/prdm
Links to both sites are available on the DOF Infoweb site. See infoweb/finance/travel.htm</td></tr>
<tr><td>Travel Advance</td><td>Minimum amount must exceed $100.00</td></tr>
<tr><td>Petty Cash</td><td>Incidental, non-recurring mileage reimbursement of $100.00 or less. Local trip expenses paid out-of-pocket while conducting official business, e.g., bus, taxi or metro fares, highway tolls, parking lot, and meter fees; emergency out-of-pocket costs for gas, oil, or minor repairs to county-owned vehicle.</td></tr>
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