411 - EMPLOYEE TRAVEL REIMBURSEMENT

Section 411.01 Purpose

It is the policy of Fort Bend County to reimburse employees for County-related business travel expenses incurred in accordance with the County Travel Policy as prescribed by the County Auditor and adopted by Commissioners Court. . A copy of the County Travel Policy and expense reimbursement forms are available on the intranet or by contacting the County Auditor's Office.

Section 411.02 Criteria

The following criteria must be met before the County Auditor's Office will approve reimbursement of an employee's travel expenses.

- A. Only expenses incurred from County-related business travel will be reimbursed to any employee.
- B. All travel must be approved by the Elected Official or Department Head **prior to** the employee embarking on the travel.
- C. All out-of-state travel shall also require approval by Commissioners Court **prior to** the employee embarking on the travel.
- D. Travel expenditures must be in accordance with the County Travel Policy

Section 411.03 Reimbursement

Employees will be reimbursed for allowable expenses upon submission of a properly completed and approved expense reimbursement form. Original receipts and other documentation may be required. The current Travel Policy and expense reimbursement forms are posted on the intranet and are also available from the County Auditor's Office.

Failure to secure the appropriate pre-approval for travel from the Elected Official or Department Head (in-state travel), and Commissioners Court (out-of-state travel), may result in the County Auditor's Office denying reimbursement for all or part of the travel expenses incurred.

Policy Approved and Adopted By: Fort Bend County Commissioners Court Revised: September 30, 2003 Revised: November 3, 2009