



## Travel



### Policy A-HR-8

December 6, 2007  
Revised March 25, 2015

**Purpose:** All travel must be in compliance with the current policies issued by the Kentucky Department for Public Health. This policy supplements 902 KAR 8:170, Section 5, Travel Policies, which is applicable to the local health department.

**Policy:** All travel must be authorized by the immediate manager/supervisor. All out of district travel must be prior authorized by the manager/supervisor. All travel expenses are to be as economical as possible.

#### Procedure:

- I. Travel expense vouchers (Form A-HR-8 (A))
  - A. Each travel expense voucher shall show the claimant's name, vendor number, month and year reflected in the travel voucher and the corresponding mileage rate.
  - B. Travel expense vouchers shall be typed or legibly prepared in ink.
  - C. All persons who travel on official health department business shall state the point of origin to the destination and return. The purpose for each trip will also be recorded on the travel expense voucher.
  - D. Travel expense vouchers should be submitted at least every 30 days.
  - E. Receipts for allowable "out of pocket" expenses incurred as a result of approved travel shall be stapled to the back of the travel expense voucher at the time of submission for payment.
  - F. Patient names shall not be used on travel vouchers.
- II. Mileage & Time
  - A. Reimbursement for official use of privately owned vehicles shall be the current mileage rate set forth by the Department of Public Health.
  - B. Health department owned vehicles and gasoline credit cards are to be used for health department business travel when available and feasible. No mileage payment shall be claimed when health department owned vehicles are used.
  - C. Mileage claims for use of privately owned vehicles may be disallowed if a health department vehicle was available and feasible.
  - D. No reimbursement shall be paid for travel and time between the employee's residence and official workstation when not in travel status.

- E. Mileage & time worked shall be calculated mile for mile when the employee is departing from his/her official work station to an alternate work station/destination and when other provisions of this policy have been met.
- F. For employees who travel during their work day and start from home: They should start mileage and time calculation from their first assigned work destination (for example: patient's home, assigned training location or work related meeting) unless the destination is farther than the distance to their official work station. If mileage to the first assigned work destination is farther than mileage to the employee's official workstation, the employee should subtract the mileage from home to the official work station from the total miles traveled to the first assigned work destination. This will give employees the number of miles to claim on the travel voucher. If traveling to multiple locations during the day (such as patient homes, time and travel is paid between locations. Subsequently, at the end of the work day, mileage stops at the last assigned work destination, or from the official work station, whichever is shorter distance.
- G. If an employee is required to work outside of normal work hours due to on call time, emergency response, etc. and required to drive their personally owned vehicle, employee should follow the guidance in F. above.
- H. Any time or travel incurred that is not related to official business of the Health Department should be subtracted from mileage and time reports.
- I. If any employee is assigned to stop at one of the health centers or district office to drop off or pick up a vehicle or to use the health center for work purposes, the arrival or departure from the health center or district office is considered the first or last assigned work destination of the day and time and travel calculation would start/end at the health center or district office.
- J. Verification of time and mileage may be accomplished by use of computer mapping software MapQuest. (or equivalent)
- K. Use of company vehicles for any purpose other than official business is not allowed, except to stop "on the way" for brief break periods in the course of work travel.

### III. Lodging

- A. All requests for lodging shall be processed through the employee's manager via purchase order.
- B. Arrangements for lodging shall be the responsibility of the purchasing agent.
- C. The health department will only pay for lodging when it is economically feasible and will be approved based on the evaluation of alternative costs of time and travel back and forth to an assigned event.
- D. Lodging accommodations shared with another person(s), not a local health department employee is reimbursed at the rate for a single room. Lodging accommodations shared with employees from other health departments will be reimbursed on a prorated basis.
- E. Actual parking, bridge, and toll charges are reimbursable without a receipt up to \$10.00. A receipt is required for over \$10.00.
- F. Reasonable expenses are allowed for baggage handling (amounts over \$10.00 require a receipt).

IV. Registration fees

- A. Requests for registration fees will be submitted to the manager/supervisor. Approved requisitions will be pre-paid and processed through the purchasing agent. Alternate arrangements may be allowed reimbursement in extenuating circumstances at the discretion of the employee's manager.
- B. If registration fee entitles employee to a meal(s), then no meal expense shall be claimed. A notation should be made on the travel expense voucher that the registration fee included the cost of the meal(s).
- C. Receipts are required for all non-subsistence travel expense over \$10.00 and must be attached to the voucher.

V. Subsistence

- A. To be eligible for subsistence for breakfast or lunch a claimant's authorized work must require overnight accommodations at a destination more than forty (40) miles from both work station and home, and must also require absence from work station and home during mealtime.
- B. Breakfast, lunch and/or dinner may be reimbursed the day before and the day after an overnight stay, providing absence from workstation and home is during the mealtime hours listed below.
  - 1. Breakfast authorized between the hours of 6:30am and 9:00am
  - 2. Lunch authorized between the hours of 11:00am and 2:00pm
  - 3. Dinner authorized between the hours of 5:00pm and 9:00pm
- C. Subsistence shall include amounts deemed to have been spent for meals, taxes, and tips not to exceed the current reimbursement rate set by DPH.

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**District Director**

**Date**

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**Chairperson, Three Rivers District Board of Health**

**Date**

Form A-HR-8(A)

**LOCAL HEALTH DEPARTMENT  
TRAVEL EXPENSE VOUCHER**

Three Rivers District Health Department #317 Employee Name _____ Invoice Number _____ Employee Vendor Number _____																	
		Mo Year		Total Miles		Current Mileage Rate											
		0															
								Grand Total \$ -									
M.O.	Day	Time of Departure	Time of Return	Locations From To	Private Auto Miles	Private Auto Amount	Toll or Parking	Lodging	Tips	Subsistence	Report Area	Function Code	Report Area	Minor Object	Function	Amount	
Purpose	KPHA					\$ -				B						\$ -	
										L							
										D							
Purpose	KPHA					\$ -				B						\$ -	
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										0		\$ -		\$ -		\$ -	
I hereby certify that all items of expense listed hereon were incurred in the discharge of official duties, that they are proper charges against public funds and that all data furnished herewith is true and correct.																	
										Date		Signature of Manager		Date		Total Paid	
										Date		Signature of Manager		Date		Total Paid	
										Date		Signature of Manager		Date		Total Paid	