

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2023-155**

BE IT RESOLVED, upon recommendation of Judge/Executive Keith L. Taul, with the concurrence of the Resources and Community Support Committee, to approve the revision to the Hardin County Personnel Policy and Procedures Handbook: CHAPTER 4: TRAVEL AND REIMBURSEMENT, Section III: Transportation, Lodging and Meal.

ADOPTED, by the Hardin County Fiscal Court in its regular meeting on 25 July 2023.



Keith L. Taul
Hardin County Judge/Executive

ATTEST:



Brian D. Smith
Hardin County Clerk

Section III: Transportation, Lodging and Meal

A. Automobiles

1. Employees shall utilize the County owned vehicle for travel in accordance with their official duties when possible.
2. When travel in the employee's privately owned vehicle is required, employees shall be reimbursed at a rate equal to the current rate utilized by the Commonwealth of Kentucky. (<https://finance.ky.gov/services/statewideacct/Pages/travel.aspx> for the current reimbursement rate). The rate changes quarterly. A chart showing how the rate is calculated is shown in Exhibit 3. This attachment may be revised or changed by the Commonwealth of Kentucky at any time without action by the Fiscal Court on that exhibit or these personnel policies.
3. When the County vehicle is not available, the use of a rental car for out-of-town business may be used. These rental cars shall be no larger than full-size and shall be returned with a full tank of gasoline. Renting a car larger than full-size is permitted only when there is a need to do so and with the prior approval of the Department Head or Supervisor.
4. Tolls and parking expenses are reimbursable whether driving the County car, a personal car, or a rental car on county business so long as the expense is reasonable.
5. Traffic violations and fines incurred by an employee while on County business are the responsibility of the employee.
6. Uber, Lyft and taxi service may be used when it is necessary to maintain business schedules. Airport buses, shuttle services, airport limousine or free hotel pick up services should be used when possible.

B. Air Travel

1. Airline reservations should be made as soon as travel plans are finalized in order to receive advance purchase discounts.
2. Air travel shall be coach class.

3. The airline is responsible for compensating the owners of lost or damaged baggage. The County shall not reimburse travelers for personal items lost while traveling on business.
4. For major trips in which an employee chooses to drive rather than fly, the lesser of cash in lieu of plane fare, or mileage reimbursement shall be paid. The payment of such mileage is based on the most direct route to and from the destination.
5. The County's insurance policy does not fully cover expenses for a damaged rental vehicle; therefore employees who rent vehicles shall accept the purchase of physical damage insurance coverage offered by the rental company.
6. Employees shall provide receipts for all expenses for which they are seeking reimbursement that are not part of the per diem allocation in Subsection D.

C. Lodging

1. Payment for travel requiring overnight stay(s) shall be made for the most reasonable and suitable accommodations available in the locality.
2. Overnight lodging for travel within a fifty (50) mile radius of the Hardin County Government Building is not considered appropriate. If a need exists to stay overnight at a location within a fifty (50) mile radius, approval shall be obtained from the Judge/Executive.
3. Reservations which cannot be kept shall be cancelled in a timely fashion to avoid 'no show' charges. Any 'no show' charges for an exceptional circumstance must be approved by the employee's supervisor.
4. Employees shall not be reimbursed for movies, alcoholic beverages, or video games charged to the room.

D. Meal and Incidental Expenses

1. Per diem allowances are reimbursable for overnight travel. Per diem rates are based on the U.S. General Services Administration (GSA) Guidelines, which vary by city location. In addition to meals these rates include incidental expenses such as laundry, dry

cleaning, and service tips (e.g., housekeeping or tips). Incidental expenses, unless specifically cited in this policy will be reimbursed. The GSA Guidelines can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

2. Per diem reimbursements are based on departure and return times over the entire 24-hour day and are prorated accordingly.
3. If a free meal is served, included in a conference registration fee, built into the standard single hotel room rate or replaced by a legitimate business meal, the per diem allowance for that meal may not be claimed.
4. Receipts are not required for per diem allowances. Per diem allowances are reimbursed after the trip is completed.