

4.08 EXPENSE REIMBURSEMENTS

A. Purpose

Employees shall, with prior management approval, be reimbursed for usual and customary expenses incurred while conducting official County business. Please see Section 4.17 Travel Policy for information regarding travel and lodging.

B. Reimbursable Expenses

Reimbursable expenses include, but are not limited to, cost of commercial transportation, mileage, parking, tolls, meals and lodging. In order to obtain reimbursement, employees must complete applicable forms and provide receipts and other documentation deemed necessary by management.

C. Non-Reimbursable Expenses

Non-reimbursable expenses include, but are not limited to, personal telephone calls, laundry, entertainment, alcoholic beverages, room service charges, and expense of a spouse traveling with an employee.

