

Vendor/Partner Travel Guidelines

1. GUIDELINE OVERVIEW

These guidelines state the principles for payment of travel expenses for vendors and partners of Polk County when traveling on business paid for by Polk County.

Requests for expense reimbursement that are not addressed in these guidelines will be submitted to the Polk County Administrator.

2. VENDOR / PARTNER EXPECTATIONS

The vendor or partner will opt to travel in the most cost efficient manner possible.

3. APPLICABILITY

The guidelines apply to any company or person(s) doing business for Polk County.

4. REIMBURSEMENT PROCESS

4.1. Plan for Reimbursement

The travel plans of the vendor will be communicated to the Polk County contact person. To the greatest extent possible, travel expenses will be agreed to by the Polk County contact person, prior to travel.

4.2. Expense Reimbursement

The vendor or partner will:

- a. Adhere to the limits set forth in these guidelines.
- b. Track expenses.
- c. Obtain and submit receipts for direct reimbursement (actual costs) for lodging and car rentals.
- d. Use the expense reporting form provided by the Polk County contact.
- e. Submit expenses with receipts to the Polk County contact for reimbursement within 7 to 10 days of completing travel.

Failure to follow this process may result in expenses not being reimbursed.

5. TRANSPORTATION GUIDELINES

5.1. Definition

Travel for business by car, associated parking costs, and air plane.

5.2. Direct Reimbursement

Car Rental: direct reimbursement for a midsized car, plus gas.

Mileage for privately owned vehicles (POV): as stated in <http://www.gsa.gov>.

Parking: direct reimbursement for parking expenses.

Air travel is reimbursed at Coach rates, unless authorized by the Polk County contact prior to travel.

5.3. Prohibitions

The following item(s) will not be reimbursed:

1. Entertainment
2. Personal items
3. Car insurance

6. MEALS AND INCIDENTALS GUIDELINES

6.1. Definition

Meals and incidentals purchased while traveling for business. *See gsa.gov for definitions.*

6.2. Per Diem

Pro-rated daily meal and incidental allotment per diem: As stated in www.gsa.gov.

6.3. Prohibitions

The following item(s) will not be reimbursed:

- a. Alcohol
- b. Payment for any item of value for a Polk County elected official or employee

7. LODGING GUIDELINES

7.1. Definition

Lodging required for overnight travel.

7.2. Direct Reimbursement

Polk County will provide a direct reimbursement up to the per diem rate as stated in www.gsa.gov.

7.3. Prohibitions

The following item(s) will not be reimbursed:

- a. Entertainment
- b. Personal items, including laundry and long distance at a hotel
- c. Payment for anything of value for a Polk County elected official or employee