

THE FOLLOWING IS A QUICK REFERENCE GUIDE FOR THE "ESSEX COUNTY POLICY MANUAL" SECTION 5.08, EXPENSE PROCEDURES.

AS THIS IS ONLY A REFERENCE GUIDE TO ASSIST YOU WHILE TRAVELING, PLEASE REFER TO THE "ESSEX COUNTY POLICY MANUAL" FOR ADDITIONAL INFORMATION NOT LISTED BELOW.

EMPLOYEES OR OFFICERS CAN ONLY SUBMIT FOR THEIR OWN EXPENSES INCURRED

OVERNIGHT TRAVEL MUST BE SUBMITTED WITH A PRE-APPROVED TRAVEL REQUEST FORM

ALLOWABLE EXPENSES

*TAXI CAB, TOLLS, & PARKING WITH RECEIPTS. PARKING METER CHARGES WHEN RATE AND PLACE INCURRED IS LISTED ON RECEIPT

*MEALS WITH RECEIPTS

-AMOUNT OF REIMBURSEMENT SHALL NOT EXCEED ESTABLISHED COUNTY RATES. RATES ARE BASED ON THE CURRENT IRS PER DIEM RATES ALLOCATED 20 % BREAKFAST, 30% LUNCH, 50% DINNER

-RECEIPTS MUST SHOW THE AMOUNT, THE NAME & ADDRESS OR TELEPHONE NUMBER OF THE PLACE WHERE EXPENSE WAS INCURRED, DATE AND TIME OF MEAL

-MUST BE BROKEN DOWN BY BREAKFAST, LUNCH AND DINNER

-MAY INCLUDE TAXES AND A REASONABLE GRATUITY, PROVIDED THAT IN NO EVENT THE AMOUNT SOUGHT OR PAID EXCEEDS THE CURRENT ALLOWABLE MEAL RATE.

*MILEAGE REIMBURSEMENT IS PAID AT CURRENT IRS RATES. MILEAGE IS PAYABLE WHEN A COUNTY CAR IS NOT AVAILABLE. PROVIDE BEGINNING AND ENDING ODOMETER READINGS AS WELL AS THE PLACE(S) TRAVELED. SEE POLICY MANUAL FOR COMMUTE DEDUCTIONS REQUIREMENTS.

EXPENSES NOT ALLOWED

*SALES TAX (EXCEPT MEALS). WHILE TRAVELING IN NEW YORK STATE PLEASE BE SURE TO TAKE AN EXEMPTION FORM WITH YOU.

*EXPENSES FOR LAUNDRY, VALET SERVICES, ENTERTAINMENT AND TYPING OF TRAVEL VOUCHERS ARE PERSONAL CHARGES FOR WHICH REIMBURSEMENT IS PROHIBITED AND WILL NOT BE ALLOWED.

* MEALS OR REFRESHMENTS FOR EMPLOYEES ATTENDING IN HOUSE WORKSHOPS, MEETINGS OR CONFERENCES.

*EXPENSES INCURRED ON BEHALF OF A PERSON WHO ARE NEITHER A COUNTY EMPLOYEE NOR OFFICIAL.

***ABSOLUTELY NO ALCOHOL**