

## **PURCHASES AND EXPENSES**

### **Purchases:**

All supplies and major equipment shall be ordered by the Purchasing Office upon receipt of a purchase requisition from the requesting department. All invoices for goods and services received must be approved prior to payment by the County Commissioners. Payment for all such goods and services shall be made by County-issued checks signed by the County Treasurer, Controller, and Commissioners.

Employee shall be reimbursed for authorized and actual business-related expenses. In general, advance payment for expenses is not permitted by the County. All authorized business-related expenses are to be preapproved and verified by Employee's Department Head/Elected Official. Final approval is granted by the County Controller and County Commissioners. The Human Resources Department shall maintain the most recent reimbursement rates.

### **Meals:**

An Employee on County business outside of the County or attending an official business-related luncheon/meal in which the cost of the meal is not included may be reimbursed at a rate established by the County Commissioners. Reimbursement for breakfast is generally not approved. An Employee on overnight stays and/or called out to transport individuals during off-duty hours may be reimbursed for breakfast. Receipts for meals must be furnished to be considered for reimbursement. Expenses for alcoholic beverages, gratuity, or tips will not be reimbursed.

### **Mileage:**

An Employee required to operate their personal vehicle on County business shall be reimbursed for mileage, parking expenses, and tolls. These expenses shall be accurately recorded on an expense voucher, which shall include the destination description and all receipts. Mileage reimbursement is based on the IRS mileage reimbursement rate at the time the mileage was incurred. The mileage reimbursement is intended to cover not only mileage, but also wear and tear on the vehicle. Mileage shall be calculated from Employee's work location (Municipal Building/County Agency) to the destination. If Employee is traveling from a location (i.e. home) to a work destination that is not the employee's usual and customary office (i.e. seminar in Harrisburg), the mileage shall be calculated from point of departure or Municipal Building/County Agency, whichever is less. This is applicable to travel to and from the destination. The Human Resources Department shall maintain the most recent reimbursement rates based on IRS guidelines.

### **Insurance:**

**Liability Insurance:** Employees are covered by a general liability insurance policy.

**Automobile Insurance:** The County **does not** provide automobile insurance for Employee using their personal vehicle for County business. Employee shall maintain their own automobile insurance. Employee shall provide proof of insurance to their Department Head/Elected Official or designee annually, and upon request. Employee shall notify their insurance company that their vehicle is used for work purposes. Failure to comply with the policy shall result in termination of employment.