

<b>Gila County Policy</b> <b>TRAVEL AND RELATED EXPENSE</b> <b>REIMBURSEMENT</b>	<b>Policy Number: BOS-FIN-006</b>	<b>Page</b>
	<b>Issued: 04-01-2012</b> <b>Revised: 00-00-0000</b>	<b>1 of 1</b>

**I. PURPOSE:**

The purpose of this policy is to establish consistent guidelines governing the travel activities and ensure effective management of travel and business related expenditures. This policy defines the overall responsibility for overseeing all travel.

This policy will apply to all Gila County Departments and Elected Offices.

**II. POLICY:**

This policy along with the attached travel procedures details the guidelines used for obtaining pre-travel authorizations, cash advances, explanation of legitimate travel expenditures, requesting expenditure reimbursement, and use of County credit cards.

Gila County will reimburse individuals for reasonable and necessary travel and business related expenses upon receipt of a properly completed Travel Expense report. In order for expenditures to be reimbursed, the expenditures must be in conjunction with a valid business purpose, must be lawful in every respect, and consistent with the highest standards of business activities and relationships.

Individuals traveling on County business are expected, when possible, to use a Gila County travel credit card for all travel and business-related expenditures. If necessary, a cash advance can be obtained for employees that have not been issued a credit card and are required to travel for County business. The Pre-Travel Authorization form must be completed and approved by the appropriate Department Head /Elected Official and forwarded to the Finance Department at least 14 days prior to need of the advance for processing.

**SIGNATURES:**

\_\_\_\_\_  
**CHAIRMAN, BOARD OF SUPERVISORS**

\_\_\_\_\_  
**DATE**

**\*See attached Travel and Related Expense Reimbursement Procedures**