

17,425

HUNT COUNTY COMMISSIONERS COURT
AGENDA REQUEST

FILED FOR RECORD
at 12:30 o'clock P M

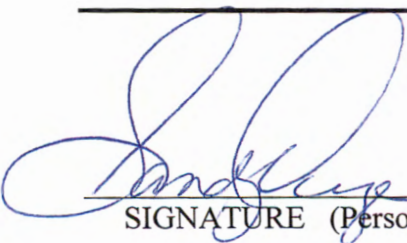
APR 26 2022

BECKY LANDRUM
County Clerk, Hunt County, Tex.
By 

COURT DATE: April 26, 2022

REQUEST: (Please print or type item as you want it to appear on agenda)

1. Change rates for Meal Per Diem for breakfast, lunch, and dinner to Breakfast-\$14.00, Lunch--\$16.00 and Dinner--\$29.00 for a total of \$59.00 per day —Sandy Orange, Director of Human Resources/Risk Management



SIGNATURE (Person making request)

(903) 408-4103

PHONE

DATE: April 21, 2022

- F. The County will not pay for more than three (3) meals per day of not more than \$10.00 for breakfast, \$15.00 for lunch, and \$15.00 for the evening meal. This per diem will not be due on any meal provided at another organization's expense, or that is included in registration fee for conferences, meeting, etc. Employees must also be away before 6:30 a.m. to receive breakfast and after 7:00 p.m. to receive the dinner portion of the per diem allowance.
- G. Lodging is reimbursed at the conference hotel rate or a lower rate.
- H. Personal automobile expenses are reimbursed at the rate of fifty cents (50) cents per mile. Employee/Official receiving a fixed car allowance will only receive reimbursable mileage for training outside of Hunt County (only miles from county line to destination).
- I. All reimbursements will be made according to the County's usual and customary procedures for processing claims.
- J. Travel/Conference expense forms must be signed by the County employee and Department Head for reimbursement to be made. Such signatures serve as an affidavit that the claim for reimbursement is valid.
- K. Hunt County shall not refund as Travel/Education expenses any fees or tuition for courses taken which could apply towards a college degree or for which academic credit hours are granted.
- L. All claims for travel/education expense reimbursement must be submitted to the County Auditor's Office for processing by accounts payable no later than three (3) months after being incurred. Payment will be denied on any reimbursement claims presented after this time limit.

III. DAY MEAL REIMBURSEMENT

Effective April 14, 2008 per Commissioner's Court, request for day meals must first be approved by Department Head/Elected Official before it is submitted to the County Auditor's office. The County Auditor will give initial approval/disapproval for it to be included in the next available payroll. The County Auditor, after giving the initial approval, will submit it to the Payroll Department to be processed. If the County Auditor initially disapproves the request, it will be returned to the Department Head/Elected Official stating why the request was disapproved. The Department Head/Elected Official may then seek the approval of the Commissioner's Court by having the issue placed on the next available Commissioner's Court agenda. The reimbursement amount will not exceed the current amount of allowable per diem as established by the Commissioner's Court.