

# MASON COUNTY REIMBURSEMENT GUIDELINES

Form must be completed online

***Please read and follow directions carefully to expedite your reimbursement.***

1. Travel reimbursement is governed by Mason County Policy 6550 (Travel Payment and Reimbursement).
2. All dates of travel must be included.
3. All completed reimbursement request forms must be returned to the county office within seven days.
4. Mileage will be reimbursed at current IRS rate, if a county car is unavailable.
5. Meal per diem will be at the standard GSA rate. (Click [here](#) for example)
  - o Allowance is limited to 75% of the daily rate for days of travel to/from the destination. (Click [here](#) for example )
  - o Meals are only allowable for an overnight stay.
6. All charges (receipts) shall be in the name of the person making the claim.
7. Other reimbursed expenses must be identified and supported by original signed and date receipts.
  - o Parking of up to \$3 per day without receipts is allowed for out-of-county trips.
  - o A description of “miscellaneous” is not allowable.
8. Attendees with lodging should go to the hotel front desk to physically check-out to confirm billing is correct. Lodging receipt, if paid by attendee, must show a zero balance on the receipt.
9. Unallowable expenses
  - o Alcoholic beverages
  - o Tips and gratuities
  - o Laundry
  - o Valet service
  - o Travel insurance
  - o Entertainment
  - o Long-distance calls of a personal nature (business calls must be identified on bill)
  - o Additional expenses for guests.
10. Travel expense account is a sworn affidavit and authorization for the expenditure of public funds.

