Sangamon County Travel Policy Highlights:

- **Full policy document and related forms are located on the Intranet**

http://sangamon-county/Departments/A-C/Auditor/Travel-Administration

- **All overnight travel must go through committee**
    - If prior committee approval is not possible, get approval in writing from County Administrator
- **Start and End location for mileage reimbursement**
    - Regular place of business
- **Meal Per Diem**
    - Do not need receipts for meals
    - Always claim only the per diem amounts that the employee is eligible for
    - If the hotel/conference/training provides any meals, those cannot be claimed for reimbursement. Even if the employee chooses not to utilize the provided meals
- **Supporting documentation**
    - Screenshot or print-off of the conference with costs and dates
    - Screenshot or print-off of the estimated hotel charges
    - Flight comparison form
        - Screenshot or print-off of the estimated flight with cost from Springfield airport
        - Screenshot or print-off of the estimated flight from the next preferred airport
        - You do not need to choose the cheapest flight option. If the cheapest flight option is at an unreasonable time or location, note that in the justification

Meal Reimbursement Rates:

F. Meals

1. When traveling on County business, Board members, elected officer, employees and others covered by the County's travel guidelines may request reimbursement for meal expenses under the following guidelines **if their travel includes an overnight stay**:

	In-State	In-State (Chicago area*)	Out of State
Breakfast:*	$13.00	$16.00	$15.00
Lunch:*	$15.00	$20.00	$17.00
Dinner:*	$26.00	$36.00	$31.00
Total per day:	$54.00	$72.00	$63.00

*Breakfast – If overnight travel begins prior to 7:00 A.M.
*Lunch – If overnight travel occurs between 11:30 A.M. and 1:00 P.M.
*Dinner – If overnight travel ends after 7:00 P.M.
*Chicago area includes the counties of Cook, Kane, Lake, McHenry, DuPage, Will.

To comply with IRS requirements, no meal expenses shall be reimbursed unless the travel includes an overnight stay.