

Policy: Travel Expenses and Reimbursements

Section: 3.08

Winona County Personnel Policies and Procedures

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Date Approved by the County Board: 12/2/08
Supersedes Policy Dated: 11/01/05

Procedures

C. Reimbursable Expenses

3. Lodging Expenses

Following section a. it shall read:

b. Lodging should be billed to the County whenever possible. Employees who incur expenses for approved lodging will be allowed actual reasonable costs for lodging. Authorized personnel are expected to use good judgment in incurring lodging costs. Authorized personnel should obtain the government rate where possible when making lodging arrangements. Reimbursement for lodging costs is always based on the single room rate. When traveling for Winona County business authorized personnel (Winona County employees, Winona County officers, and persons eligible for reimbursement by the County of Winona) will be reimbursed only when staying at hotels that do not offer adult pay-per-view pornography in their sleeping rooms.

It is possible that in some instances (particularly while traveling out of state or attending certain functions which “require” on-site attendance), pornography free rooms may not be readily available. If a preferred site is not available to an employee within a reasonable distance from the business activity or the cost of the preferred site is more than 15% above the cost for comparable services at a non-preferred site, the employee must document these reasons for staying at a non-preferred site and approval must be granted before reimbursement can occur. Additionally, if a particular function “requires” on-site attendance at a non-preferred site, the employee must document these reasons for staying at a non-preferred site and approval must be granted before reimbursement can occur.

c. remains as current policy language.