

## Travel Policy Quick Reference List

This page is for reference only and is not a substitute for Orange County Personnel Policy #330. Revision of this policy was approved by **Commissioners Court April 14, 2026** and can be found on the Auditor's Employee Forms webpage and once updated, in the HR Personnel Policy Manual.

### **Per diem MEALS & MILEAGE at federal rates listed at:**

- Meals - <http://www.gsa.gov/portal/content/104877>
  - Use standard state rate if there is not a specific rate for a county or specific city
  - Travel day meals (1<sup>st</sup> & last day) reimbursed at 75% of full rate (for exceptions see policy)
- Mileage - at [www.irs.gov/tax-professionals/Standard-mileage-rates](http://www.irs.gov/tax-professionals/Standard-mileage-rates)
- Hotel – current max of \$300/night before taxes set by Commissioners Court on October 8, 2024
- FILL OUT A TRAVEL ADVANCE FORM to request per diem

### **Travel Credit Cards - US Bank Corporate card**

- Travel Cards - restricted to travel and travel related use only
  - Authorized allowable usage – Registration, membership dues, licensing, lodging, airfare, vehicle rental, parking, taxi/Uber/etc.
  - **NO MEALS** charged to travel card (exception for Inmate transport in travel policy)
  - **Fuel for rental vehicle** must be turned-on for travel card **PRIOR TO TRAVEL**
- Charges will be entered and processed on a requisition/PO for payment
  - Instructions for entry of PO on Auditor's webpage - Department Travel PO Instructions
  - Attach documentation to requisition

**NOTE: Registration, membership dues, and licensing can still be processed using a requisition/PO to be paid with a check to the actual vendor. You do not have to process with a county travel card.**

**YOU STILL NEED TO TURN IN TRAVEL EXPENSE FORM ON RETURN FROM TRAVEL IF YOU RECEIVED A TRAVEL ADVANCE!**

### **Other notable items**

- **Mileage reimbursement** – turn in **MONTHLY** - reimbursement requests submitted more than 30 days following a standard month-end will NOT BE REIMBURSED
- No meal reimbursement on **non-overnight trips** (narrow exception for inmate transport)
- Mileage for purchases outside the county when local purchase options are reasonable and available will not be reimbursed.
- See travel policy for more guidance on **lodging expenses for before or after an event** (See Overnight Business Travel > Lodging > Arrival/Departure)

### **Items not requiring Commissioners Court approval prior to travel (that did in previous policy):**

- Travel in Texas as well in excess of 800-mile round-trip from work location
- Out-of-state travel specifically approved under grant funding
- Special law enforcement travel (previously undefined) – see travel policy