

PURCHASING CARD FOR TRAVEL AGREEMENT FORM

The Director of the Department of Purchasing and Contracting shall determine if paying travel expenses, meeting hosting / sponsoring, or other related expenses using a Purchasing Card is in the County's best interest. The Director has the discretion to determine the best method to implement any changes or exceptions.

Should a travel card be issued to a particular employee, or should travel expenses be allowed on a particular employee's existing Purchasing Card the following rules apply:

1. The employee must submit receipts for all charges to his / her department Purchase Card Representative.
2. The Purchase Card Representative must maintain a file of all receipts.
3. Failure to properly maintain receipts can result in disciplinary action including restricting purchase card travel privileges, cancellation of the Purchase Card, and termination of the employee.
4. An employee may not receive an advance through iExpense for expenses expected to be paid using the Purchase Card
5. An employee may not receive a reimbursement through iExpense for expenses paid on the Purchase Card.
6. An employee will not receive a per diem for meals when using their Purchase Card. The County will only pay for expenses actually incurred
7. Expenses for meals are limited to the daily per diem as established by the County travel policy. As of this writing in February 2010 the daily per Diem is \$ 36.00; \$6.00 for breakfast, \$10.00 for lunch, and \$20.00 for dinner.
8. The employee should only pay for their meals, unless employee is hosting / sponsoring a meeting.
9. Alcohol is not allowed on the Purchase Card
10. Hotel charges for extra services such as long distance pay per view entertainment, spa services, dry cleaning / laundry services, etc are not allowed.
11. The employee must reimburse the County for any charges determined by the County to be inappropriate or face disciplinary action including termination.
12. If an employee expects to exceed their monthly limit (\$5,000.00) or single transaction limit (\$5,000.00) they should contact the Purchasing Card Administrator prior to their trip.

I the undersigned have received read and agree to follow this policy.

James Boyer
Employee Signature

3/14/11
Date

ELAINE BOYER
Print Name

Commissioner
Title

She Z. Dague
Signature - Department of Purchasing and
Contracting Representative

Dale L Dague
Print Name - Department of Purchasing and
Contracting Representative

Accountant
Title - Department of Purchasing and
Contracting Representative