



## Park County, Colorado

### Policy and Procedures for Conferences & Travel (Policy 5)

Updated Effective Date: January 1, 2026

Revised August 29, 2019 (Adopted 1995; Revised 2002, 2005, 2008, 2025)

#### SECTION 1: PURPOSE

The purpose of this policy is to provide County employees with guidelines for conference and travel related expenses.

#### SECTION 2: APPLICABILITY

This policy applies to all departments and elected officials and their offices.

#### SECTION 3: DEFINITIONS

Employee: For the purpose of this policy, employee refers to any part-time, full-time, or temporary Park County employee, including elected officials.

GSA: General Services Administration

Lodging: Any commercial accommodations available or offered for use for which a rental schedule has been established and payment is required.

Out of Town: Travel outside of Park County

Out of State: Travel outside of Colorado

POV: Personally Owned Vehicle

#### SECTION 4: TRAVEL AUTHORIZATION

Any travel out of town must be authorized in advance of commencement of the trip by the department head or elected official.

#### SECTION 5: MEETINGS AND CONFERENCE EXPENSE

The County will pay for registration fees for conferences, meetings or training classes related to the employee's duties with the approval of the department head or elected official. The County will not pay for the cost of other social activities or events, which are offered in conjunction with the conference but are not part of the conference agenda.

- Registration fees should be remitted directly to the organization sponsoring the event.
- Early registration is encouraged when discounts are offered.
- Payment of registration fees should be paid via a County warrant preferably or a County purchase card.
- A copy of the conference agenda/brochure showing the starting and ending dates must be submitted with the voucher payment request or credit card statement.

#### SECTION 6: LODGING

- The County will pay for the actual cost of reasonable accommodation when travel for County business requires an overnight stay.

- It is the responsibility of the department head or elected official to ensure that the claimed lodging is reasonable and if government rates are available.
- The County will follow the GSA lodging rates by location found on the GSA website: [www.gsa.gov/travel/plan-book/per-diem-rates](http://www.gsa.gov/travel/plan-book/per-diem-rates)
- Payment for lodging
  - A County warrant may be issued in advance for lodging payment to avoid sales tax charges.
  - A County credit card may be used to pay for lodging with the tax exempt information provided to the hotel to avoid sales tax charges. Supporting documentation for the credit card charge shall be an itemized receipt.
  - If a personal card must be used, claims for reimbursement will be approved only when documented by a detailed, itemized receipt.

**SECTION 7: TRANSPORTATION**

The most economical form of transportation should be used when travelling to accomplish County business in a safe and efficient manner.

- Air Travel
  - If air travel is required, the County will pay the cost of a competitively priced round-trip airfare. Employees should attempt to book the lowest, advance-discounted fares.
- County Vehicles
  - County vehicles should be used for travel to conferences and trainings.
  - County vehicles are available through the Fleet Motor Pool and can be reserved in advance of the conference or training. Fuel cards are provided with the motor pool vehicle. In some cases, specific departments have assigned vehicles available for department staff. Fuel cards are also provided with the assigned vehicles.
  - Employees shall be familiar with and adhere to the Fleet Policies, a copy of which is inside all County Fleet vehicles.
  - Public Works’ employees shall adhere to the policies related to the Public Works’ fleet vehicles.
- Personal Vehicle
  - A POV may be used for transportation if a County vehicle is not available.
  - The employee will be required to sign the “Agreement to Use Motor Vehicle for County Business Form” acknowledging and assuring the County of their automobile insurance coverage as required by state law.

**SECTION 8: MILEAGE REIMBURSEMENT RATE**

For employees using POV for authorized County business when a motor pool vehicle is not available or due to special circumstances and approved in advance, the mileage will be reimbursed at the prevailing business IRS rate per mile. For employees who choose to use a POV for County business when a motor pool vehicle is available will be allowed a mileage reimbursement at a reduced rate per mile.

**SECTION 9: MEALS FOR CONFERENCES**

- Per Diem Allowances
  - Per Diem Rates

The County will follow the Meals & Incidentals rates found on the GSA website:  
[www.gsa.gov/travel/plan-book/per-diem-rates](http://www.gsa.gov/travel/plan-book/per-diem-rates)

- Per Diem Allowances
  - Breakfast - For travel when employee is required to leave from home prior to 5:00 am due to County business away from the regular workplace.
  - Lunch - For travel during normal working hours in a single day when not returning to the County; not provided or funded for any employee if they leave and return from their home of record in a single business day.
  - Dinner - For travel when employee is unable to return to home prior to 8:00 pm due to County business away from the regular workplace.
  - No allowances will be provided if the value of meals for either breakfast, lunch or dinner are included in the registration fee for conferences or training.
  - In no case shall an employee be reimbursed more than the meal allowance provided for; however, an employee at his/her discretion may claim less than the per meal allowance specified in this section.
- Required Documentation: A copy of the conference or training brochure/agenda must be submitted with the request for reimbursement in order to substantiate the per diem allowances requested.
- Other Meals Expense  
Other reimbursable meals, according to the IRS, have these qualities:
  - Are small in value.
  - Are provided occasionally or infrequently.
  - Meals, whether on or off site, when the purpose of the combined business meeting and meal is to actively conduct County business.
  - Meals for Boards or Commission business meetings.

**Claims for reimbursements must be documented with detailed, itemized receipts and must contain the specific purpose of the meeting or conference, employees or participants attending if multiple meals are on one ticket or for one event. Detailed information is required.**

- Unallowable Meal-Related Reimbursements
  - Liquor and/or liquor gift purchases
  - Meal expense over the allowed limit
  - Meals for meetings which do not have a clear business purpose
  - Meals for employee’s family members

**SECTION 10: MEALS OUTSIDE CONFERENCES**

- Allowances
  - Service Anniversaries: Meals may be purchased to recognize employees celebrating **five year service anniversaries** and subsequent five-year milestones. (IE: 10,15, 20 years)
  - Retirements: Meals may be purchased to honor employees upon **retirement from county service.**
  - Special Events: Meals may be purchased for **special events** when explicitly authorized by the **Department Head.** Examples may include department-wide

emergency, an event requiring extra hours, or unplanned urgent extended coverage.

- **Restrictions**
  - Meals may not be purchased for routine staff meetings, daily operations, or informal gatherings.
  - All purchases must comply with county procurement and financial policies (See: Purchasing Policy)
  - **Unallowable Meal-Related Reimbursements**
    - Liquor and/or liquor gift purchases
    - Meal expense over the allowed limit
    - Meals for meetings which do not have a clear business purpose
    - Meals for employee's family members
- **Documentation**
  - Documentation of the event and approval from the Department Head must accompany all meal purchase requests.
  - A sign-in sheet of the staff in attendance and an itemized receipt is required for every purchase.
  - Expenditures should be reasonable, cost-effective, and reflect prudent use of public funds.

#### **SECTION 11: INCIDENTAL EXPENSES**

Under no circumstances will reimbursements be allowed for the following expenses:

- Liquor and/or liquor gift purchases
- Personal or family entertainment expenses
- Travel insurance
- Personal expenses such as hygiene items, magazines, etc.
- Personal telephone calls
- Laundry expenses
- Expenses for parking tickets or traffic tickets
- Any fees and/or tips given to service personnel for baggage handling, hotel room service or room cleaning, concierge or other personal services
- Meal expense over the allowed limits
- Meals for meetings that do not have a clear business purpose

#### **SECTION 12: CONDUCT**

All employees travelling on County business are representing the Park County. As such, employees are expected to conduct themselves in a professional manner at all times.

#### **SECTION 13: ACCOUNTABILITY**

Department heads are responsible for:

- Reviewing and approving meal purchase requests.
- Ensuring compliance with this policy
- Maintaining records of approved events and associated expenses.

- Ensuring that not more than \$25 per staff, per meal be utilized for these purchases.
- Party supplies, office supplies, or other purchases of any type may not be purchased in conjunction with a meal.

**This Conferences & Travel Policy was adopted by the Board of County Commissioners on the 17<sup>th</sup> day of December 2025.**

  
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**David Wissel Chair, Board of County Commissioners**

**ATTEST:**

  
**County Clerk and Recorder**

