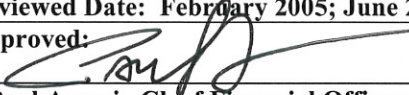
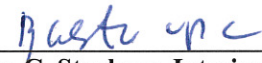




**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

Policy # 2049	Submission and Payment of Travel Reimbursement
Origination Date: May 2003	
Revision Date: March 2004; April 14, 2006; June 2008; July 10, 2009; June 15, 2011; October 15, 2014	
Reviewed Date: February 2005; June 22, 2007; July 31, 2010; July 2, 2012; July 21, 2013, October 17, 2016	
Approved:	
 _____ Paul Ascari, Chief Financial Officer	 _____ Bryan G. Stephens, Interim Executive Director

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board that deadlines and time limits be established for submission and payment of employee travel reimbursements.

PROCEDURE:

1. Travel checks will be processed twice monthly (corresponding with the payroll cycle) as follows:
 - a. Travel Reimbursement Mileage should be entered into the electronic time keeping system for the period of the 1st to the 15th of the month. Travel Reimbursement Forms to document hotels/parking/meals/etc./**not** mileage should be submitted to the Accounting Department by the 4th business day following period end (due the same day at payroll time sheets) to be processed for distribution with the payroll checks distributed on the last day of the month.
 - b. Travel Reimbursement Mileage should be entered into the electronic time keeping system for the period of the 16th to the last day of the month. Travel Reimbursement Forms to document hotels/parking/meals/etc./**not** mileage should be submitted to the Accounting Department by the 4th business day following period end (due the same day at payroll time sheets) to be processed for distribution with the payroll checks distributed on the 15th day of the following month.
 - c. Travel Reimbursement Mileage entered after the due date will not be processed for payment unless approved by the Chief Financial Officer. Only unusual circumstances such as unplanned medical leave will be considered for approval.
 - d. Travel Reimbursement Forms (not mileage) must be properly signed, authorized by the supervisor, and calculated to receive the reimbursement timely. Any Travel Reimbursement Forms (not mileage) that are incomplete or inaccurate will be returned to the supervisor.
2. Travel expenses may also be denied for mileage of personal vehicles if the employee did not make efforts to use available agency vehicles for agency business. The Chief Financial Officer will make the final determination on denial of payment.
3. Due dates for Travel Reimbursement Forms are subject to change based on holidays, organizational events, etc. The Accounting Department will communicate these changes to Directors/Supervisors.