

ADAMHS BOARD FOR MONTGOMERY COUNTY	BP # 114	
TITLE BOARD	SUBJECT TRAVEL REIMBURSEMENT	
	EFFECTIVE DATE 3/25/87	SUPERSEDES DATE 1/28/87

It shall be the policy of the Mental Health Board for Montgomery County that any employee of the Board or Board Member is entitled to request authorization for travel for the purpose of accomplishing the tasks assigned to that employee, or for the purpose of upgrading the employee's skills and knowledge.

Approval shall be obtained prior to travel from the Executive Director or the Executive Director's designee for employees. The mode of transportation will also be determined at that time. Approval for Board members shall be determined by the Board Chair.

In order to be reimbursed, the traveler must claim expenses by submitting a Travel Expense Report. Receipts, ticket stubs, and other documents substantiating the incurred expenses shall be submitted as follows:

EXPENSE	RECEIPT REQUIRED FOR EXPENSE
Any transportation expense by common carrier	More than \$3.00
Parking or tolls	More than \$1.00
Lodging	Any amount
Conference registration fees	Any amount
Meals	Any amount
Miscellaneous expenses necessary to conduct official business (i.e., storage of baggage, official telephone calls, rental of equipment, etc.)	Any amount

NOTE: A PURCHASE ORDER IS REQUIRED FOR:

1. Out-of-county travel if you are planning a night's lodging
2. Registration fees paid in advance for all workshops, seminars, classes, etc.
3. Airline tickets paid in advance through a travel agency