

<b>ADAMHS BOARD FOR MONTGOMERY COUNTY</b>		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

Any transportation expense by common carrier  
Parking or tolls  
Lodging  
Conference registration fees  
Meals  
Miscellaneous expenses necessary to conduct  
official business (i.e., storage of  
baggage, official telephone calls,  
rental of equipment, etc.)

#### RECEIPT REQUIRED FOR EXPENSE

More than \$3.00  
More than \$1.00  
Any amount  
Any amount  
Any amount  
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