

**GRAND FORKS COUNTY
POLICY MANUAL**

POLICY NO. 103-13

Eff. 2/21/12

**TRAVEL EXPENSE POLICY
AND PROCEDURE**

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Employees who are authorized to travel at county expense, and wish to be reimbursed, are required to submit a detailed record of travel expense on a travel reimbursement voucher. Only one voucher shall be submitted each calendar month and each voucher shall cover only one month's expenses. Reimbursement for travel during December must be submitted for payment prior to the second County Commission meeting only for travel outside of Grand Forks City. Mileage to and from work is not reimbursable. The accuracy and integrity of requested reimbursement is the sole responsibility of the employee requesting reimbursement.