

King County P&P Travel Guide



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King County

TABLE OF CONTENTS

Introduction.....	2
Traveler Responsibilities	
Approver Responsibilities	
Method of Payment.....	3
Employee Reimbursements	3
Travel Request.....	3
Travel Agent	3
Transportation	3
Candidate Travel	3
Air Travel	3
Motor pool Vehicles.....	3
Mileage Reimbursement.....	3
Local Transportation	3
Taxis/Shuttles/Rideshare.....	4
Car Rentals.....	4
Meals and Incidentals	4
Lodging	4
Hotels.....	4
Expense Reports.....	4
Other Expenses.....	4
Extended Personal Stay.....	4
Traveling with a Companion	4
Baggage Fees	4
Internet Fees.....	4
Airport Parking.....	5
The Travelers Way	5
Risk Management.....	5

Introduction

This travel guide describes King County’s general guidelines and procedures to ensure accountability and fiscal responsibility when traveling on official business

Traveler Responsibilities

- Understand King County’s travel policy, PER-17-1-3EP
- Receive travel approval in Concur Request prior to purchase
- Make reasonable and economical travel choices for King County and our taxpayers
- Responsible for all excess costs due to personal travel, preference or are in violation of policy.
- Keep all receipts (except for meals) for expense report submission
- Submit expense report in Concur within a timely manner

Approver Responsibilities

- Responsible to review all travel requests and expense reports for their direct reports. If a policy violation or unauthorized expense is noticed, the travel request/expense report should be rejected.
- Travel request shall describe the relationship between travel and work function.
- Travel request shall indicate the benefit to King County.
- Travel requests shall be accompanied by a travel itinerary, electronic documentation indicating the overall content and quality of the event, and itemized list of reasonable anticipated expenses.
- Budgeted funds for reimbursement must be available and authorized.
- The number of persons engaging in the travel activity shall be the minimum necessary to achieve the expected benefit to King County.
- Add additional approvers for review, if needed.

Method of Payment



Travel cards are the most efficient method of payment for all travel costs.

Charges are processed for payment in Concur.

Approved travel advances may be issued under certain circumstances and with approval. Please reach out to the [Centralized Travel Coordinator for more information](#).

Employee Reimbursements

After travel is complete, the employee may be reimbursed for allowable travel reimbursement expenses using Concur. Original detailed receipts are required for all expense reimbursements, except for meals.

Travel Request

Travelers are responsible for processing their travel request. If needed, they may assign a delegate in Concur to assist them with creation and submission.

POETA Changes – POETA can be updated, if required. When updating, please let your supervisor know so that they can review, approve and forward to additional approvers, if needed.

Travel Agent

Air, hotel, car rentals and rail must be booked through Concur or through Tangerine Travel, our contracted travel management company (TMC).

Changes or cancellations to the original itinerary should be made through the same method it was booked.

Transportation

Air Travel

All air travel must be approved in advance using the Concur Request module and booked in Concur or through our contracted TMC. Payment must be made using a King County travel card. Use of personal funds is **not** allowed.

It is recommended to book 14 days prior to departure for domestic travel and 21 days for international travel whenever possible.

Unused airline tickets should be applied for your next business travel. Unused tickets often retain their value for one year from the date of travel.

Candidate Travel

Candidate travel (airfare and lodging) may be paid using a travel card.

Non-employee travel will not be reimbursed through iExpense or Concur; instead, please email the manual payment voucher to ap.manualpymt@kingcounty.gov.

Motor Pool

For local travel, a King County fleet car is preferred. Use the [King County Vehicle Reservation System](#).

Mileage Reimbursement

If driving your own vehicle, you may be reimbursed for mileage, toll charges, and reasonable parking charges for business related travel. Receipts are required. See the [IRS website](#) for current mileage rates.

Mileage expense reports must indicate the start and end addresses using your permanently assigned workplace and date. Local mileage must be submitted through iExpense.

Mileage cannot be claimed when renting vehicle or using a county Motor Pool vehicle.

Taxis/Shuttles/Rideshares

Local transportation (taxi, rental car, bus, train, etc.) must be pre-approved by your supervisor and submitted using iExpense.

Transportation expenses related to overnight travel will be reimbursed via a Concur expense report and must include detailed receipts. Receipts must indicate the starting and ending addresses, amount, and date.

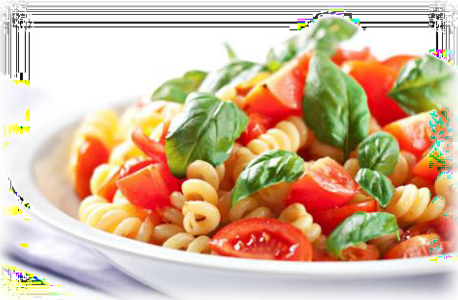


Car Rentals

Intermediate size or smaller car rentals are allowed when taxi/rideshares etc. are not practical or economical.

Larger vehicles can be requested due to numerous people traveling together or road conditions.

Meals



Meal allowances are calculated using the standardized [General Services Administration \(GSA\) meal per diem rates](#) (use the reimbursable limits for your hotel location).

The meal reimbursement rates are built into the Concur Expense module using the “Travel Allowances” tab at the top of the expense report.

When meals are provided by the hotel or by the conference, they do *not* qualify for reimbursement.

If using a department travel card, hotels often request a credit card authorization form provided in advance by the hotel.

Any hotel expense in excess of the [GSA approved lodging per diem rates](#) must be preapproved on the Concur travel request.

The traveler is responsible for any charges in excess of pre-approved amounts and for personal expenses.

Expense Reports

Expense reports should be submitted upon return from your trip.

Expenses will only be approved if receipts* are attached per policy. Expense reports for travel that requires preapproval must have the Concur Request attached.

*Meals and Mileage are the only expenses that do not require accompanying receipts.

POETA Changes – POETA can be updated, if required. When updating, please let your supervisor know so that they can review, approve and forward to additional approvers, if needed.

Lodging

Other Expenses

Extended Personal Stay

If you extend your business trip for personal reasons, any additional cost is your responsibility.

Traveling with a Companion

Additional costs must be paid using personal funds when traveling with a non-County employee.

Airline Baggage Fees

Airline baggage fees are reimbursed with a dated receipt.

Internet Fees

Basic internet fees are reimbursable for business use.

Airport Parking

Employees should use public transportation (using your ID badge/ORCA card) to the airport to avoid airport parking fees whenever practical.

If you are unable to take public transit and airport parking is unavoidable, itemized receipts must indicate the amount, date, and location. If a companion drops an employee off at the airport, the mileage is only reimbursed one way.



Always ask yourself, “**What is cheapest for the County and our taxpayers?**”

Risk Management

Your safety and health are of primary importance when traveling on King County business.

Travel advisories can be found on the home page of Concur once logged in.

King County has limited travel amongst the following groups to ensure continuity of business with key personnel:

- No more than three department heads
- No more than five direct reports to any department head

Exceptions to the above must be approved by the Risk Management department.

If you become ill or injured while traveling during King County business, then please report this to your manager. In addition, send an [email to the Risk Management](#) department as soon as possible.

Travelers’ way of doing things

GLOSSARY

Approver

An individual designated by a Department or Division Director as responsible for reviewing and approving the Cardholder's transaction charges. Approvers in Concur are linked to the employee's manager in Peoplesoft

Billing Cycle

The period between billings, the T-Card billings "cycle" around the 15th of each month.

Cardholder Single-Purchase Limit

This limit restricts the amount of any single purchase made by a cardholder. It can be comprised of single or multiple items purchased at one time at a single supplier.

Delegate

A delegate is an employee that can assist travelers in Concur with creation of travel requests and expense reports.

Accounts Payable

King County Accounts Payable (A/P) is the Designated Finance Office.

Expense Report

A single report detailing all travel related expenses for each trip.

Centralized Travel Coordinator

County-wide travel specialist to assist with all things travel related, i.e. travel cards, requests, expense reports and policy questions.

Single Point of Contact (SPOC)

Single Point of Contact (SPOC) is designated at the Department or Division level. SPOCs are the approving manager for cardholders and approvers with a County

Travel Card

The official credit card that is used for travel related expenses such as airfare, hotel and transportation costs.

Concur

This is King County's centralized travel and travel expense reimbursement system.

Travel Request

An individual's detailed trip request within Concur for approval to travel on King County business.

Annual Travel Plan

A list of travel approved by upper management for the calendar year.

POETA

Project, Organization, Expenditure Type, Task, Award (POETA), is the acronym for King County's centralized, project centric method of accounting. Project is the project number. Organization number has dual purposes, it denotes the "cost center" and is also number the Approver is tied to. Expenditure type indicates the type of expenditure (furniture, office supplies, etc.). Task is the part of a project where the expenditure is associated. Award is used only if an award or grant is associated with the project.

Unauthorized Purchase

Purchases that do not meet policy requirements and/or are personal.

Unauthorized Use

The use of a King County P-Card by a person other than the cardholder, who has no actual, implied, or apparent authority for such use.

US Bank

US Bank has the current contract with the State of Washington to provide travel card.

US Bank Access Online

Online banking portal.

Velocity Limit

Number of transactions allowed, usually 8 per day and 30 per month, set by US Bank.

TMC

King County's contracted Travel Management Company.