

**Roanoke County, VA
Vendor Travel Policy**

1. Travel and Subsistence Expenses - General Information.

The COUNTY shall reimburse VENDOR at cost, the travel or subsistence expenses of employees or agents of VENDOR in relation to VENDOR's obligations under this Agreement where the COUNTY has specifically authorized in advance such travel or subsistence expenses. Travel expense limitations may be reviewed and increased annually in accordance with the Roanoke area Consumer Price Index. There will be no exceptions to limits for reimbursable travel expenses unless approved, in advance, by the COUNTY. If the expense is less than the allowable charge, then the COUNTY will be billed at actual expense as determined by actual receipts provided to the COUNTY by the VENDOR or its agents.

2. Air Travel

Airfare shall be limited to the prevailing 14-day advance ticket price not to exceed \$700.00 per round trip ticket without prior written authorization from the COUNTY. The most cost-effective flight available should be selected.

3. Vehicle Mileage/Rentals

Mileage related to use of personal vehicles will be reimbursable at the IRS specified rate, currently \$.545. Vehicle rentals are not to exceed \$60/Day. Tolls and parking reimbursed at actual expense incurred.

4. Lodging/Meals/Per Diem

Lodging, meals and incidentals will be reimbursed according to the Roanoke Area GSA per diem schedule found at: <http://www.gsa.gov/portal/category/104711>.

5. Travel Time

Time spent in travel by employees or agents of VENDOR or its subcontractors shall not be billed by VENDOR to the COUNTY or otherwise charged to the COUNTY.

6. High Speed Internet Access

Employees who travel may need to access their e-mail at night. Many hotels provide free high speed internet access and VENDOR employees are encouraged to use such hotels whenever possible. If your hotel charges for internet access it is reimbursable up to \$10.00 per day. Charges for internet access at airports are not reimbursable.

Effective Date: January 1, 2018