



Morgan County Government  
**EMPLOYEE REIMBURSEMENT SCHEDULE**

**EFFECTIVE January 1, 2022**, while traveling away from home, there shall be NO meal reimbursement for same day travel. Meal reimbursement will be made only for overnight travel and will be paid on a per-diem basis. Following are the dollar amount limits allowed per meal:

Breakfast	\$13.00
Lunch	\$15.00
Dinner	\$26.00

Reference attachment for Colorado high cost areas and reimbursement rate. Out of state meal reimbursements will be according to the per diems listed above.

Overnight travel reimbursement for breakfast will only be allowed if the employee leaves before 6:00 a.m.. Overnight travel reimbursement for dinner will only be reimbursed if the employee returns after 6:00 p.m.. If meals are provided, no reimbursement will be provided.

In order to be reimbursed, employees must substantiate the date, times, location, and purpose of the trip to be reimbursed by attaching to their reimbursement request a copy of the meeting agenda or any other documentation that will provide the information necessary for approval of the reimbursement request.

It is the responsibility of the elected official or department head to review employee reimbursement requests for validity.

**EFFECTIVE January 1, 2022**, the County employee mileage reimbursement rate will be **\$.50** per mile, including employees on-call and foster home parents. For travel outside of Morgan County, it is the Board of County Commissioners intent that all employees shall request the use of a County trip vehicle by completing the "Vehicle Usage Request Form". In the event an elected official or a department head determines personal car use is reasonable and prudent and it can be determined that a fleet car is available: the reimbursement shall be \$.37 per mile. In the event an elected official or a department head determines personal car use is reasonable and prudent and it can be determine that a fleet car is not available: the reimbursement shall be \$.50 per mile.

All employees who use their personal vehicle for County business must have completed "Employee Notification Regarding Use of Personal Vehicle and Property for County Purpose" form on file in the Human Resources Department and the employee bulletin board.

REVISION ADOPTED this 11<sup>th</sup> day of January, 2022.

BOARD OF COUNTY COMMISSIONERS  
MORGAN COUNTY, COLORADO



Mark A. Arndt  
Mark A. Arndt, Chair

Jon J. Becker  
Jon J. Becker, Commissioner

Gordon H. Westhoff  
Gordon H. Westhoff, Commissioner

ATTEST:  
{SEAL}

Randee Aleman Deputy Clerk to the Board  
Susan L. Bailey, Clerk to the Board

**PER DIEM RATES – HIGH COST AREAS**  
**Effective January 1, 2022**

<u>Location</u>	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
Adams/Arapahoe County	\$18.00	\$20.00	\$36.00
Boulder/Broomfield County	\$16.00	\$17.00	\$31.00
Denver/Jefferson County	\$18.00	\$20.00	\$36.00
Douglas County	\$16.00	\$17.00	\$31.00
Eagle County	\$18.00	\$20.00	\$33.00
El Paso County	\$16.00	\$17.00	\$31.00
Grand County	\$18.00	\$30.00	\$36.00
Gunnison County	\$17.00	\$18.00	\$34.00
LaPlata County	\$17.00	\$18.00	\$34.00
Larimer County	\$16.00	\$17.00	\$31.00
Montezuma County	\$14.00	\$16.00	\$29.00
Montrose County	\$16.00	\$17.00	\$31.00
Pitkin County	\$18.00	\$20.00	\$36.00
Routt County	\$18.00	\$20.00	\$36.00
San Miguel	\$18.00	\$20.00	\$36.00
Summit County	\$18.00	\$20.00	\$36.00