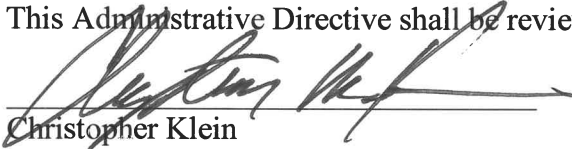


<p>ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES</p> <p>ADMINISTRATIVE DIRECTIVE</p>	<p>AD NO: 03.32 DATE: August 15, 2024 SUBJECT: Personnel TITLE: Business Expenses FOR PUBLIC RELEASE: Yes</p>
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- I. Reference: AACDDF Training Program Guide; County Administrative Procedures for Travel and General Business Expense Reimbursement and County Vehicle Policy and Procedure Manual; Anne Arundel County Department of Central Services Acknowledgement; Anne Arundel County Request for Out of State Travel; AD 04.03, 07.02, 07.03.
- II. Applicable To: Anne Arundel County Department of Detention Facilities (AACDDF).
- III. Purpose: To establish guidelines for travel and business expense reimbursement for employees conducting County business.
- IV. Policy:
- A. County employees shall comply with the requirements set forth in the County Administrative Procedure for Travel and Expense Reimbursement located at <https://askanne.aacounty.org/admin-pros/>. Out-of-state travel must be approved by the County's Chief Administrative Officer (CAO) before payment, travel or hotel accommodations are made.
  - B. County employees shall comply with the requirements in the County Administrative Procedure for County Vehicle Policy and Procedure Manual located at <https://askanne.aacounty.org/admin-pros/>.
  - C. Employees shall only receive mileage reimbursement for use of a personal vehicle when they have received prior approval from the Superintendent and documented on the Conference Training and Travel Form (Appendix 1).
  - D. Employees shall only be reimbursed for lunch meals when part of the training and/or conference and included in the registration cost. Dinner meals shall be reimbursable if part of the training and/or conference registration cost or the employee is more than three (3) hours from home.
  - E. Employees participating in training seminars, conferences and/or requesting to use a personal vehicle for County business and who are requesting reimbursement shall complete Appendix 1. This shall be initiated prior to making any arrangements. The form shall be submitted to the Superintendent for review and must be approved/signed by the Superintendent prior to the employee attending the conference or training. The form shall be maintained by the Training Director.

This Administrative Directive shall be reviewed annually and revised as necessary.



Christopher Klein  
Superintendent

Rescinds: AD 3.32 dated January 29, 2003  
AD 03.32 dated September 20, 2004

Appendix 1 – Conference/Training and Travel Form