

Washington County Travel Policy

~~Washington County Travel Policy – Adopted Res. 92 of 3/19/10
(see last page for add / change dates)~~

Whenever an officer or employee travels for County business, the officer or employee shall comply with the requirements of this policy.

USE OF MOTOR VEHICLES ~~AND/OR MASS TRANSPORTATION~~

Employees shall use County-owned vehicles for County business whenever possible. ~~When practical, employees shall use mass transportation for County business as opposed to County or personal vehicles.~~

- ~~1. Use of a personal vehicle with reimbursement for mileage should only occur when a County vehicle is not available.~~
- ~~2. Mass transportation sources should be used when economical provided such use would not be impractical given the nature of the trip. If the use of mass transportation would save time, the value of the officer or employee's time should be considered in evaluating costs.~~
- ~~3. An exception allowing the use of personal vehicles with reimbursement for mileage is to be made for attorneys in the District Attorney's Office and Public Defender's Office.~~ The use of a personal vehicle with reimbursement for mileage will be permitted for attorneys in the District Attorney's Office and Public Defender's Office when traveling for the counsel at first appearance program. Mileage will be reimbursed at the standard County rate upon submission of proper documentation. This exception does not apply to any non-attorney personnel from either office. (Res. No. 130 of 4/15/16)
4. Employees who are traveling more than sixty (60) miles from the Municipal Center and spending at least one night may take their personal vehicle and be reimbursed for mileage at the standard County rate upon submission of proper documentation. Reimbursement will only be provided for mileage from the Municipal Center to the required destination via the shortest route. Permission for the use of personal vehicles in such circumstances must be granted by the Department Head. (Res. No. 166 of 7/21/17)
5. In all other cases, the use of a personal vehicle with reimbursement for mileage should only occur when a County vehicle is not available.

APPROVAL

1. Annual Travel Plan
 - a. Any department planning overnight travel during the coming budget year must submit an Annual Travel Plan during the budget process. ~~This Plan is to be reviewed by the department's committee and approved by the Board.~~

b. The Annual Travel Plan should provide detailed information on all overnight travel for the coming year including the following:

1. Title of conference / event
2. Whether travel is in-state or out-of-state
3. Number of employees planning to travel
4. Estimated time frame
5. Number of overnights
6. Budgeted trip cost
7. Air or train fare needed

c. Additions to Annual Travel Plan - During the year, should a department need to request additional travel not included in their Annual Travel Plan, the department must ~~will first need to~~ bring the request to their supervisory committee. ~~The committee must be provided with~~ detailed information on the additional travel as above.

2. An overnight stay requires that the employee travel to a destination that is sixty (60) or more miles from the Municipal Center ~~via the shortest route~~. Exceptions to this requirement require committee approval. (Res. No. 166 of 7/21/17)

3. Out-of-State travel requires a Resolution passed by the Board of Supervisors.

~~4. Sharing a room – If more than one County person is traveling, individuals of the same gender will be required to share a room. If an individual does not wish to share, he or she must pay the difference in cost out of pocket.~~

5. Overnight Travel Authorization Form

- a. An Overnight Travel Authorization Form must be completed and submitted to the County Administrator, or Board Chairman for Elected Officials, for approval before any overnight trip.
- b. If the travel is additional to the department's Annual Travel Plan, the authorization form must be submitted following travel approval by the department's committee and/or Board.
- c. A copy of the signed Overnight Travel Authorization must be attached to any voucher(s) submitted for reimbursement and/or any related procurement requests.
- d. If all or some of the travel is to be paid for by an outside agency, this must be specified on the Overnight Travel Authorization Form (notes section).

DAY TRAVEL

Day travel includes, but is not limited to, travel to perform the duties of the officer or employee's position or travel for attendance at seminars, training, and/or ~~other meetings, where such is mandated by State law, rule, or regulation and does not include overnight accommodations.~~ Day travel ~~(ie: for a meeting or training)~~ by officers and employees of Washington County does NOT need the approval of the department's supervisory committee or County Administrator ~~provided the travel is part of the normal course of business.~~ Day travel is, however, subject to approval by the department head.

PAYING FOR TRAVEL

If payment for travel expenses requires a transfer of funds, the department head must provide information on where the funds are to come from. The request for a transfer of funds must be made prior to the trip.

If it is necessary to use a personal credit card (see Credit Card Policy), approval to do so must be requested in the space provided on the Travel Authorization Form.

EXCEPTIONS

County departments traveling for delivery or pickup of clients or prisoners are exempt from the requirement for committee approval. However, court ordered travel does require a detailed travel request made to the County Administrator.

County-related travel and training being paid for through the use of crime forfeiture monies is exempt from the conditions of this policy (Res. No 173 of 5/18/12).

Permission to extend a trip period for personal reasons may be requested as long as there is no additional cost to the County and the use of benefit time, if applicable, has been granted in advance. Travel may not be extended for personal reasons if a County car is being used. Requests to extend travel should be made to the department head.

Any approvals required before travel by Members of the Board of Supervisors will be made by the Chairman of the Board and/or the appropriate standing committee.

Members of the Board of Supervisors will not be compensated or reimbursed for travel with destinations within Washington County.

Elected officials planning to travel overnight on County business must have the Travel Authorization Form signed by the Chairman of the Board. All other requirements are the same as for employee travel.

In the event that costs for travel are entirely (100%) covered by sources other than County funds (ie. grants, forfeiture funds, etc.) the requirements and conditions of this policy may be waived by the Department Head. However, the Overnight Travel Authorization Form and a detailed description of the travel arrangements must be submitted to the County Administrator. (Res. 166 of 7/21/17)

Add / Change Dates:

- Updated Res. 173 of 5/18/12
- Revised, Gov't Operations Committee, 2.22.16 (travel distance radius)
- Updated Res. 130 of 4/15/16 (counsel at first appearance use of private vehicles)
- Updated Res. 166 of 7/21/17 (Use of Personal Vehicles for Overnight Trips, Minimum Distance Traveled & Exceptions for 100% Funded)