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WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST

Date: 03-10-16

Weekly Agenda Date: 03-15-16

DEPARTMENT HEAD / CITIZEN: Ed Gilliland

SUBJECT: Revisions to Travel Policy, Discussion and Action

ACTION REQUIRED:

Approve Ordinance Approve Resolution Approve Motion

Give Direction Other: Informational Attachments

WORDING FOR AGENDA ITEM: Recommendations for Revision to Travel Policy, Discussion and Action.

EXECUTIVE SUMMARY: Provides flexibility in the means of travel to allow employees a choice of transportation without extra cost to the County. County would reimburse for the lower cost option (plane or auto), even if the employee chooses the higher cost option.

BACKGROUND: As background, Mark Nahra brought this language to us through our Policy Committee. The proposed language approximately mirrors language used by the Department of Transportation. This would amend our current travel policy by allowing the employee to choose the means of transportation to a meeting or convention the County wants the employee to attend. No time is lost either as the employee must utilize vacation time for any extra business days of travel that would be brought about by use of the alternate transport method.

FINANCIAL IMPACT: None, regardless of the cost, the employee is reimbursed for the most economical mode of transportation.

RECOMMENDATION: Please pass as this incurs no extra expense for the County, but it does provide some flexibility for the employee.

ACTION REQUIRED/PROPOSED MOTION: Motion to approve the revisions to the Travel Policy.

Approved by Board of Supervisors March 3, 2015.

Add to June 12, 2012 approved travel policy:

COMMERCIAL AIRFARE:

Employees and/or elected officials/deputies are reimbursed for actual costs of coach airfare.

NEW PARAGRAPH: *If employees and/or elected officials/deputies choose to drive to their destination when a commercial flight may be less costly, mileage will be reimbursed at the rate most recently determined by the Board of Supervisors for the round trip to the destination from the employee's work location, OR the cost of a comparable flight from the nearest airport to the destination, whichever is less.*

Mileage will be determined using a search engine mileage (Mapquest, Google maps, etc). The cost of commercial air fare can be documented by providing round trip flight cost information from an airline and a travel website (Expedia, Orbitz, Priceline, airline website, etc.).

Expenses that would be incurred if flying, including transportation to and from the local and destination airport and airport parking may be included in reimbursement if the employee chooses to drive. The employee/elective official/deputy shall be liable for all travel expenses beyond the costs reimbursed by the county noted herein.

Employees and deputies shall use leave time for travel in excess of one day, if travel by the selected mode exceeds time required by the least costly travel option by one or more days.

Explanation: Employees traveling for county business should be required to travel by the least costly travel choice that allows the employee or county official to arrive at their destination on time. If an employee chooses a different option for travel, for instance driving a long distance instead of flying by commercial airline, the employee/elected official/deputy can still be reimbursed for travel at the lesser cost of the available travel options. Employees/elected officials shall provide documentation for the cost of both options and the county shall reimburse the lower cost travel option.

If the travel by car exceeds the travel by air by more than one business day, the each extra day spent driving to and returning from the destination shall be taken as leave time.