

**Item Title:** Approve Resolution Establishing Travel Policies and Procedures for the Board of Commissioners

**Specific Action Requested:**

**That the Board of Commissioners adopts a resolution establishing that the Wake County Board of Commissioners will follow the Wake County Travel Policy and Procedures.**

**Item Summary:**

**Purpose:** The purpose of this item is to update the Board of Commissioners processes as it relates to travel for County business.

**Background:** The County has established policy and procedures for the purposes of authorizing and providing funds for County employees to travel for County business. These policy and procedures are approved by the Chief Financial Officer, administered by the Finance Department, and reviewed regularly. The policy and procedures apply to all Wake County departments, except for the departments of elected officials. Elected officials may choose to follow the County policy and procedures or develop an alternate policy.

The Board of Commissioners last updated their policy in 2009, which was based on a reimbursement of actual expenses for meals and mileage rates for in-County travel. Since then, it has become best practice for governments to issue meal per diems and travel stipends. In addition, the County has implemented an electronic travel authorization and expense system to improve processing efficiency.

**Board Goal:** This action supports routine County business.

**Fiscal Impact:** Funding for conference registrations, training, and travel expenses are incorporated in the County's FY 2019 budget. No additional expenses are anticipated.

**Additional Information:**

None.

**Attachments:**

1. Resolution