

Board of Commissioners Travel Process

**Great Government Committee
November 4, 2019**



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Current Authorization

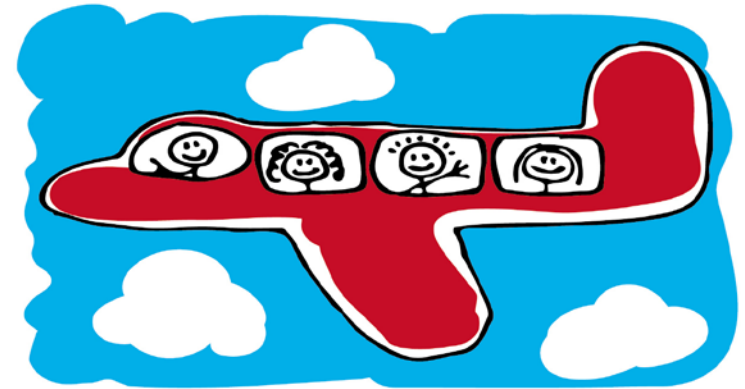
- Commissioners submit travel requests to the Clerk's Office
 - Out-of-County Travel
 - Electronic travel authorization completed before travel can occur
 - Same-day out-of-County travel
 - Travel authorization is not required if it is not overnight
 - In-County travel
 - No travel authorization
- Unusual or out of ordinary requests are shared with the Chair

Current Payment

- Commissioners submit travel requests to the Clerk's Office
 - Out-of-County Travel
 - P-card and reimbursements for payment
 - Same-day out-of-County travel
 - P-card and reimbursements for payment
 - In-County travel
 - Monthly stipend
- Commissioners receive reimbursement through direct deposit for authorized expenses

Current Budget

- Commissioners submit travel requests to the Clerk's Office
 - Overnight out-of-County travel
 - \$4,500/year non-Chair budget
 - \$4,757/year Chair budget
 - In-County travel
 - \$250/month stipend
- Clerk's Office works with Budget and Management Services to track expenses
- Chair reviews expenses quarterly



Resolution Approved by BOC 1/7/2019

- **WHEREAS**, members of the Wake County Board of Commissioners are required from time to time to attend various conferences, meetings, seminars, and other trainings which relate to the County and the Board's goals, objectives, operations, and activities; and
- **WHEREAS**, the Board of Commissioners recognizes that attendance at such functions serves a vital form of exchange of ideas and methods of local government operations and advocating legislation for the benefit of Wake County; and
- **WHEREAS**, in order that attendance at such functions be made possible without unreasonable personal or financial sacrifice, while maintaining fiduciary responsibility toward County funds, policies and procedures need to be established and followed; and
- **WHEREAS**, Wake County has in place established policies and procedures for employees that may be adopted by elected officials and their respective departments;
- **NOW, THEREFORE, BE IT RESOLVED** that the Wake County Board of Commissioners hereby adopts the Wake County Travel and Transportation Policy and Procedures, as approved by the Wake County Chief Financial Officer, as its guidelines for travel authorization and travel expense reimbursement.
- This resolution shall take effect upon its passage and remain in effect until amended by the Wake County Board of Commissioners.

Considerations for the board

- Formal policy or resolution revision?
 - What types of conferences and professional development are appropriate for County expenses?
 - How does the Board want to govern the budget for travel?
 - Plan conferences and professional development in advance to allocate funds?
 - Use personal funds when exceeding budget?
 - Ability to use fellow Commissioners' budget based on expected lack of use
 - Eliminate individual budgets and instead manage total Commissioners budget?
 - How would Commissioners like to receive information on travel budget remaining?
 - How often would they like to receive information on travel budget remaining?
 - Is the current budget adequate?

Next Steps

- Gather feedback from the Committee
- Staff draft a policy/resolution for presentation at a future Work Session