

Board of Commissioners Travel Process



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Agenda

- Based on feedback from Great Government Committee on November 4th:
 - Add language to resolution for additional clarity and guidance
 - Provide cost estimates for conferences and events to determine annual travel budget
 - Identify additional funding for FY20 BOC Travel budget

Key Language Added to Resolution

- Advance notice of out of county travel (Exhibit A - #2)
- Electronic travel authorization (Exhibit A - #3)
- P-card use (Exhibit A - #4)
- Confirm travel arrangements (Exhibit A - #6)
- Quarterly basis notification (#4)
- Clarification of spouse/guest travel arrangements (#6)
- No transfer, pooling, sharing of travel budget between BOC (#7)
- Unused travel forfeited (#8)
- Pay for own travel after exhaustion of travel budget, assistance in travel research still available from staff (#9)
- Notification and approval of non-budgeted conferences through Board Chair (#10)

ADDITIONAL TRAVEL AND REIMBURSEMENT GUIDELINES

FOR COUNTY COMMISSIONERS

1. The Clerk or Clerk's designee for travel matters shall be the party responsible for making travel arrangements for Commissioners. The Clerk shall be responsible for informing Commissioners of the named designee.
2. A Commissioner shall provide as much advance notice as possible to the Clerk/designee when requesting travel arrangements.
3. An electronic travel authorization shall be prepared in advance by the Clerk/designee for overnight travel.
4. The Clerk/designee shall use a procurement card to pay for authorized and allowable Commissioner travel expenses, such as airfare, other transportation expenses, and lodging. Procurement cards cannot be used by individual Commissioners to pay for meals or incidentals; meals and incidentals are reimbursed through a per diem.
5. Commissioners are responsible for notifying the Clerk/designee of meals that are not covered by a conference in order to receive the appropriate per diem reimbursement.
6. The Clerk/designee shall confirm a copy of the travel arrangement with the Commissioner once the travel is arranged through electronic communication.
7. Commissioners shall submit receipts related to travel (parking, other transportation, baggage fees, etc.) to the Clerk/designee within 30 days of completing travel.
8. The Clerk/designee shall process the electronic reimbursement and submit it to Wake County Finance within 10 days of receiving the receipts from a commissioner.
9. Commissioners receive reimbursement through direct deposit for authorized expenses.

Resolution Revision - Questions

Are there additional clarifications and additions for the Resolution?

FY20 Additional BOC Travel Funding

Conferences and Events	General Time of Year	Attendance Estimate	Per BOC Member Estimate	Total Cost Estimate
National Association of Counties Legislative Conference	March	6	\$1,771	\$10,626
Raleigh Chamber of Commerce Inter-City Visit	April	6	\$900	\$5,400
National Association of Counties Annual Conference <i>Flight + Registration</i>	July	2	\$760*	\$1,520
North Carolina Association of County Commissioners Annual Conference <i>Registration</i>	August	6	\$320*	\$1,920
Total				\$19,466

*Partial costs to be paid in FY20 since event crosses fiscal years

FY20 additional BOC Travel funding does not incorporate travel outside of the typical conferences and events listed

FY20 BOC Travel Funding So Far and Needs

FY20 Travel Budget	FY20 Processed and Pending	FY20 Travel Budget Remaining	FY20 Additional BOC Travel Needs	FY20 Budget Revision Need
\$31,757	\$24,420	\$7,337	\$19,466	\$12,129

- FY20 Budget Revision Need is based on the assumption that the conferences on the previous slide will be the only conferences attended and at the attendance estimates listed

Additional Funding - Questions

Are there other conferences and events that need to be considered to determine additional BOC Travel funding for FY20?

Are the attendance estimates appropriate to determine additional BOC Travel funding for FY20?

Conferences and Events – Higher Attendance

Conferences and Events	General Time of Year	Recent Attendance History	Per BOC Member Estimate
National Association of Counties Legislative Conference	March	5-6	\$1,771
Raleigh Chamber of Commerce Inter-City Visit	April	5-6	\$900
North Carolina Association of County Commissioners Annual Conference	August	5-6	\$1,195
Raleigh Chamber of Commerce Annual Meeting	August	5-6	\$35

Conferences and Events – Medium Attendance

Conferences and Events	General Time of Year	Recent Attendance History	Per BOC Member Estimate
School of Government Ethics for Local Government Officials	January	3-4	\$450
National Association of Counties Healthy Counties Forum	April	3-4	\$1,888
Raleigh Chamber of Commerce Summer Leadership Conference	June	4-5	\$1,018
Raleigh Chamber of Commerce Forums	Summer	2-5	\$80
Garner Chamber of Commerce CONNECT Conference	August	3-4	\$89
National Association of Counties Large Urban County Caucus Symposium	November	1-6	\$2,111

Conferences and Events – Lower Attendance

Conferences and Events	General Time of Year	Recent Attendance History	Per BOC Member Estimate
Southern Women in Public Services Leadership Conference	April	2-3	\$521
National Association of Counties Annual Conference	July	1-2	\$2,459
U.S. Water Alliance One Water Summit	September	0-1	\$2,319
Smart Cities Connect Conference & Expo	October	0-1	\$845
Infant and Young Child Mental Health Home Visiting Summit	November	0-1	\$653

Board Chair - Specific Events

Conferences and Events	General Time of Year	Board Chair Estimate
NC Local Elected Strategies Meeting	April	\$265
Women in Municipal Government	May	\$186
North Carolina Association of County Commissioners Board of Directors	June	\$140
Young Elected Officials Network National Convening	August	\$1,197
CCFCA Breaking the Chains Against Domestic Violence, Human Sex Trafficking, and Sexual Assault Outreach Ministry	September	\$186
North Carolina Campus Compact NC College Voter Summit	September	\$229
Community Food Strategies NC Food Council Gathering	December	\$277

Conferences and Events - Questions

If travel continues with similar frequency:

- \$7,000 per BOC member travel budget
- \$9,000 per BOC Chair travel budget

Do those ranges work based on seeing all the per BOC member costs together?

To increase the budget for FY21, submit expansion request?

Next Steps

- January 6 – BOC to Adopt Resolution