

# Board of Commissioners Travel Policy



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# Work Session Objective

- To reach a consensus on guidelines for the Clerk scheduling and reimbursing Commissioner travel events not addressed by county policy
- To approve the content and form of a supplemental Resolution adopting the agreed upon guidelines

# Background

On **January 7, 2019**, the Wake County Board of Commissioners adopted a Resolution establishing that the Board of Commissioners follows the county-wide Travel and Transportation Policy and Procedures as approved by the Wake County Chief Financial Officer.

# Challenge

The county-wide policy and procedure does not address how to schedule Commissioner travel events or document Commissioner reimbursements consistent with appropriated out-of-county travel budget and in-county stipend amounts for each Commissioner.

# Action Item

The **Great Government Committee** of the Board of Commissioners reviewed the Travel Policy for the Board of Commissioners at their **November 4** and **December 2** meetings, and determined that supplemental guidance should be considered at a Work Session.

# Supplemental Guidelines Needed

1. RESPONSIBLE PARTY
2. TRAVEL ARRANGEMENTS MADE BY CLERK
3. ELECTRONIC TRAVEL AUTHORIZATION
4. USE OF PROCUREMENT CARD
5. PER DIEM
6. REIMBURSEMENT
7. EXHAUSTED TRAVEL APPROPRIATION
8. UNUSED TRAVEL APPROPRIATION BALANCE
9. APPROVAL OF OUT OF COUNTY TRAVEL

# Exhibit “A” Guidelines Requiring Further Discussion

- The Clerk shall not be responsible for making travel arrangements with any payment form other than a County issued procurement card
- Transfer of unused travel appropriation to another acting commissioner during the Fiscal Year
- Party responsible for approving overnight business travel by members of the Board of Commissioners

# Next Steps

- Staff make appropriate edits to the Resolution for approval at a future Regular Meeting of the Board of Commissioners