



**WAKE COUNTY BOARD OF COMMISSIONERS
RESOLUTION
ESTABLISHING SUPPLEMENTAL GUIDELINES TO
THE TRAVEL POLICY FOR THE WAKE COUNTY
BOARD OF COMMISSIONERS**

WHEREAS, 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; and

WHEREAS, each County Commissioner serving on the Board ("Commissioner") is thereby subject to the same policies and procedures for Travel and Transportation as all other County employees; but the existing policies and procedures do not address all aspects of the budgeting, scheduling, and approval of county-related Commissioner travel; and

WHEREAS, in support of the Board's Objective GG2 "Improving effectiveness, efficiency, transparency, and responsiveness through innovation and technology", the Board's Great Government Committee has reviewed the Travel Policy for the Wake County Board of Commissioners to determine if the process for executing the policy is efficient and effective; and

WHEREAS, the Board desires to set forth supplemental guidance to address the aspects of Commissioner travel not covered by the county-wide Travel and Transportation policy; and

WHEREAS, the Clerk to the Board of Commissioners has requested guidance as to the role and responsibility of the Clerk in the travel process as it relates to scheduling events for Commissioners and documenting reimbursements consistent with appropriated out of county travel budget and in-county stipend amounts for each Commissioner.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners (the "Board") for the County of Wake, North Carolina (the "County") that:

1. The Wake County Board of Commissioners shall continue to follow the county-wide Wake County Travel and Transportation Policy and Procedures effective July 1, 2019 as amended, as approved by the Wake County Chief Financial Officer, including subsequent amendments approved by the Wake County Chief Financial Officer.
2. Travel requests for members of the Board of Commissioners shall include meetings, seminars, trainings which relate to the board's goals, objectives,

operations and activities ("Travel Requests").

3. SUPPLEMENTAL TRAVEL AND REIMBURSEMENT GUIDELINES FOR COUNTY COMMISSIONERS attached hereto and incorporated herein by reference as Exhibit "A" shall apply to Commissioners when making travel and reimbursement requests. These guidelines may be modified at the request of the Clerk for administrative efficiency by resolution of the Board. Any modification must be no less restrictive than the county-wide Wake County Travel and Transportation Policy and Procedures.
4. The Clerk/designee shall keep an accounting of each Commissioner's travel and training expenses. Commissioners shall receive a report from the Clerk/designee on a quarterly basis of their travel expenses for the fiscal year and any available budget remaining.
5. Although there is a set amount in the annually adopted budget for travel, the budget may be amended from time to time by the Board as necessary.

Except as amended by this Resolution, the terms and conditions of the January 7, 2019 Resolution shall remain in full force and effect.

This Resolution shall be effective upon adoption.

ADOPTED, this the 17th day of February 2020.

Gregory D. Ford, Chair
Wake County Board of Commissioners

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I, Denise M. Hogan, Clerk to the Board of Commissioners for the County of Wake, North Carolina, DO HEREBY CERTIFY that the foregoing is a true and correct copy of so much of the proceedings of said Board for said County at a regular meeting held on February 17, 2020 as it relates to the adoption of the foregoing Resolution inclusive of the attached Exhibit "A" and that said proceedings are recorded in the minutes of said Board for said County.

WITNESS my hand and official seal of said County this 17th day of February 2020.

[SEAL]

Clerk to the Board

EXHIBIT "A"
SUPPLEMENTAL TRAVEL AND REIMBURSEMENT GUIDELINES
FOR COUNTY COMMISSIONERS

1. **RESPONSIBLE PARTY.** 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. **TRAVEL ARRANGEMENTS MADE BY CLERK.** The Clerk/designee shall be responsible for making travel arrangements for County funded travel arrangements when requested by individual Commissioners. The Clerk shall not be responsible for making travel arrangements with any payment form other than a County issued procurement card. Each Commissioner shall provide as much advance notice as possible to the Clerk/designee when requesting travel arrangements.
3. **ELECTRONIC TRAVEL AUTHORIZATION.** An electronic travel authorization shall be prepared in advance by the Clerk/designee for overnight travel. The Clerk/designee shall confirm a copy of the travel arrangement with the Commissioner once the travel is arranged through electronic communication.
4. **USE OF PROCUREMENT CARD.** The Clerk/designee shall use a Wake County issued procurement card to pay for authorized and allowable Commissioner travel expenses, such as airfare, other transportation expenses, and lodging. Wake County procurement cards cannot be used by individual Commissioners to pay for meals or incidentals.
5. **PER DIEM.** Meals and incidentals are reimbursed through a per diem. 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. **REIMBURSEMENT.** Commissioners shall submit receipts related to travel (parking, other transportation, baggage fees, etc.) to the Clerk/designee within 30 days of completing travel. The Clerk/designee shall process the electronic reimbursement and submit it to Wake County Finance within 10 days of receiving receipts from a Commissioner. Travel expenses submitted for reimbursement shall be reimbursed to the extent of the remaining travel budget for that Commissioner. Commissioners receive reimbursement through direct deposit for authorized expenses.
7. **EXHAUSTED TRAVEL APPROPRIATION.** For any expenses or part of expenses exceeding the Commissioner's travel allowance or stipend, a Commissioner shall make his or her own travel arrangements and pay the travel expenses using his or her own personal funds. No Commissioner may be reimbursed for travel expenses by the County after exceeding his/her travel allowance or stipend.

8. TRANSFER OF UNUSED TRAVEL APPROPRIATION BALANCE. A Commissioner may not transfer his/her unused travel appropriation to another acting Commissioner during the Fiscal Year.
9. APPROVAL OF OUT OF COUNTY TRAVEL. The Clerk to the Board is responsible for approving out-of-county overnight county-related business travel by members of the Board of Commissioners consistent with county-wide Travel and Transportation Policy and Procedures and the Supplemental Travel and Reimbursement Guidelines.