

BEFORE THE BOARD OF COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON

In the Matter of an Order)
Adopting an Amended)
Travel Policy for Board of)
Commissioners and Elected Officials -)
Board of Commissioner and Elected)
Official Travel Regulations, Allowable)
Expenses and Reimbursement Rates)

ORDER NO. 20466

WHEREAS, Curry County hired an Interim County Administrator on August 17, 2017 who would be responsible for creating and implementing County policy; and

WHEREAS, County Administrator amended the Travel Policy for Board of Commissioners and Elected Officials; and

WHEREAS, the previous Order No. 20438 has been rescinded; and

NOW, THEREFORE, THE BOARD OF CURRY COUNTY COMMISSIONERS HEREBY ORDERS AS FOLLOWS:

The attached policy titled "Board of Commissioner and Elected Official Travel Regulations, Allowable Expenses and Reimbursement Rates" is adopted.

DATED this 1st day of November, 2017.

BOARD OF CURRY COUNTY COMMISSIONERS


Thomas Huxley, Chair

Approved as to form:


John Hutt
Curry County Legal Counsel


Sue Gold, Vice Chair

opposed

Court Boice, Commissioner 11-22-17

CURRY COUNTY BOARD OF COMMISSIONER AND ELECTED OFFICIAL
TRAVEL REGULATIONS, ALLOWABLE EXPENSES AND REIMBURSEMENT
RATES

Travel Policy

Goals

This Policy is to implement the goals of authorizing only reasonable and necessary travel expenses by encouraging use of telephonic or electronic training and conferencing, encouraging use of county pool cars for authorized in-state travel, dis-allowing use of pool cars for in-county travel, and establishing limits for meals and lodging expense reimbursement.

Board review and approval of cumulative travel expenses that exceed \$1,500 for any individual county elected official within one fiscal year is required before County funds may be spent on travel, training, meals, lodging or pool car use regardless of budget line item.

The Sheriff and Sheriff Department employees are not subject to these rules, but the Board encourages the Sheriff Department to use all means available to reduce its travel expenses.

Travel and training expenses exceeding \$1,500 not pre-approved by the Board will be the personal responsibility of the Commissioner or Elected Official. Personal responsibility for the expense shall be joint and several. *“Travel expenses” includes but is not limited to meals, lodging, transportation (including county vehicle use) and other incidental expenses.*

The Board of Commissioners (Board) retains the right to determine:

- a. The mode of transportation utilized by a County Commissioner or Elected Official.
- b. The number, type and availability of County vehicles.
- c. The process for determining who will be authorized to drive any vehicle on behalf of the County.

A. Board to Approve all Travel Expenses for Commissioners and Elected Officials over \$1,500

All elected official cumulative travel expenses that exceed \$1,500 within a single fiscal year sought to be paid for by County funds require pre-approval by majority vote of the Board. The Board may but is not required to, consider factors such as those described in (B)(1)(c) when deciding requests for such travel expenses.

All travel reimbursement requests for hotel and travel/airfare/car rental expenses shall be supported by three quotes. Three quotes are NOT required when the vendor is on a County or state-approved vendor list and the charge is at the County or state-approved list rate.

**B. Rules for Travel Meal and Lodging expense of County funds regardless of dollar amount
For all travel, whether cumulatively above or below the \$1,500 annual limit, the following rules apply**

1. Three types of travel: Within the County; Out of County within the State; Out of State
 - a. Travel within the County not covered by County funds.

The County will not expend funds for Commissioner or Elected Official Training or Meeting travel within Curry County. This section does not apply to the Assessor while conducting assessments.

b. Use of County Vehicles for out-of-county in-state travel

Commissioners and Elected Officials are encouraged (not required) to use County vehicles or public transportation before using private vehicles when conducting County business out of County but within the state.

While a Commissioner or Elected Official is traveling out of the County for business or training activities in a County vehicle, the vehicle is available for use by the Commissioner or Elected Official for reasonable incidental personal activities.

Reasonable incidental personal activities include obtaining meals and services and providing for other usual personal needs. It is expected that personal use of County vehicle will be confined to the immediate area of necessary travel.

Travel to non-work related places or events may be considered action outside the scope of County business and is undertaken at the Commissioner or Elected Official's own time, expense and liability.

c. Out-of- State Travel

Travel Plan Requirement

Except in the event of an emergency, and regardless of travel expense limitations set forth above, all out-of-state travel for which County reimbursement or payment will be sought must be approved in advance by the Board. Approval shall be considered following review of a written travel plan.

The plan must contain the following information:

- a) A statement as to the nature and purpose of the trip.
- b) A list of dates on which the Commissioner or Elected Official will be gone on the trip.
- c) An estimate of expected expenses for which County reimbursement or payment will be sought. (Example: meals and lodging, airfare, ground transportation, and other expenses related to the out-of-state travel.)
- d) The current budget line item from which payment is sought to be made.

Approval or denial of County funding of out-of-state travel shall be based upon an evaluation by the Board, including but not limited to, the following factors:

- a) The reasonable necessity in making the trip;
- b) Whether there are reasonable alternatives to making the trip;
- c) The availability of County funding to finance the trip;
- d) The reasonableness of the costs submitted in the travel plan;
- e) Whether County business will be jeopardized by the trip

2. Use of Personal Vehicle

- a) When County vehicle is available.

While not encouraged, Commissioners and Elected Officials may use a personal vehicle when conducting County business out of County but within the state. Reimbursement shall be paid, on the most direct route (typically an on-line mapping travel application), at the rate of \$0.30 per mile.

b) When no County vehicle is available.

The County will reimburse the Commissioner or Elected Official for use of his/her vehicle, on the most direct route, at the rate of \$0.45 per mile.

c) Insurance for Personal Vehicles Required and is Primary.

In the event a Commissioner or Elected Official uses a personal vehicle for County authorized business, liability coverage for third party claims is provided under the County auto insurance policy. The insurance coverage by the County is secondary; the insurance coverage under the personal vehicle is primary.

Personal damage or theft to the personal vehicle (collision and comprehensive insurance), repairs, maintenance or operating costs, personal injury protection and uninsured or underinsured motorist coverage are not available under the County insurance policy or reimbursable by the County and must be provided by the Commissioner or Elected Official, if desired.

Commissioner or Elected Officials must still provide insurance required under Oregon law to lawfully operate a personal vehicle.

3. Miscellaneous Vehicle Use Rules

Whether a Commissioner or Elected Official uses a County vehicle or is authorized to use a personal vehicle on official County business, bridge, road, and ferry tolls, and other expenses such as parking and storage fees shall be reimbursed at cost, if itemized.

Claims for maintenance and repair of personal automobiles will not be allowed. Individual Commissioner or Elected Official shall be responsible for responding to alleged traffic and parking violations (which result in citations) incurred while a County car is checked out or a personal vehicle is used for County business, and for paying any fines and assessments which result from the violations. Individual Commissioner or Elected Official shall report said moving violations to the Board at the first regularly scheduled Board business meeting after return to the workplace. Three moving violations within a year constitute grounds for suspending County vehicle driving privileges. The County will conduct a DMV background check annually on Public Officials who use County vehicles.

4. Meal Per Diem Outside the County within the State or Outside the State

Commissioner or Elected Official traveling outside of Curry County on official County business may claim reimbursement, on a per diem basis, for meals that are not included in conference or seminar. If Commissioner or Elected Official chooses to eat meals other than those provided as part of a conference or seminar, they will be at their own expense. If Commissioner or Elected Official chooses to decline a meal provided as part of a conference or seminar, they cannot apply for reimbursement for that meal. Travel costs supported by various state and federal grants normally require special accounting for allowable costs to be tracked at the departmental level. Please consult the County Accountant for guidance.

When a Commissioner or Elected Official is required to travel outside Curry County on official County business for more than twenty-four (24) hours, he/she shall receive a daily per diem of \$42.00 for each full twenty-four (24) hour period.

Receipts are not required to support payment of per diem. Advances for per diem may be allowed for travel from the workplace when the request is made at least two weeks in advance of departure.

5. Budget Limitations

Commissioner and Elected Official Travel, Meals and Lodging may only be paid from appropriated budget line items in their respective approved budgets.

Any claim paid for travel expenses outside of the respective Commissioner or Elected Official budget Travel Expense Accounts not pre-approved by a majority vote of the Board of Commissioners shall be the personal responsibility of the Commissioner or Elected Official.

6. Unexpected Expenses

Unexpected costs or expenses may be paid by the County upon approval by *County Administrator*; or in the *County Administrator's* discretion, the Board. If the *County Administrator* exercised his or her option to approve any unexpected expense, the *County Administrator* shall then file a written report for information purposes for the Board to review at its next regular business meeting.

7. County Owned Vehicles the Responsibility of County Administrator or Designee

County vehicles are County property. The County Administrator is responsible for oversight of all County property. Therefore, the County Administrator shall be responsible for the administration of this policy with respect to use of County vehicles.

Persons using county owned vehicles shall complete all forms created for the County's purpose of tracking vehicle use and maintenance, including but not limited to: County Odometer Form and IGS Motor Pool form attached hereto as exhibits.

The County Administrator is authorized to make all administrative rules necessary and proper to see to the enforcement of this Policy with respect to use of County vehicles, and staff functions in processing claims for travel expense payment.

8. Violations of this policy may be enforced by any lawful means, including by enforcement under Article 10, Division One of the Curry County Code.