

## Council Meeting Staff Report

May 22, 2018

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<b>Agenda No.:</b>	A.
<b>Indexes (Council Goals):</b>	2018 Council Goal – Quality Governance – Operational Excellence – Maintain Quality Essential Services and Supporting Infrastructure Including Updated Enterprise Software and Permitting
<b>Presenters:</b>	Helen Perraglio
<b>Legislative File:</b>	10625-18

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### Title

Approval of Amended Travel Policy to be effective July 1, 2018.

### Recommended Action

**I move that Council approve the amended Travel Policy as attached.**

### County Manager's Recommendation

The County Manager recommends that Council approve the amended Travel Policy as requested

### Body

With the implementation of Tyler Munis, the County has had to revise the current Travel Policy to utilize the new system functionality. This policy is intended to be effective July 1, 2018. The following updates are included in this amended policy:

1. Travel reimbursements will now be processed through the payroll system instead of through an accounts payable check;
2. Travel advances will be eliminated;
3. Expands language for travel pre-authorization for all County travel;
4. Clarifies language requiring the use of County issued P-Cards which were previously encouraged, and provides direction on how those travel purchases should be referred to on travel forms or through travel pre-authorization claims;
5. Eliminates reimbursement of incidental expenses due to the ability to use a P-Card for these business related expenses;
6. Expands language to provide guidance where an employee assigned to attend a pre-approved training facility program may be granted approval by the CFO to use a P-Card for the purchase of meals in lieu of being reimbursed by an Employee Expense claim for per diem;
7. Adds a paragraph related to Emergency Deployments that allows for exceptions to the reimbursement rates established in this policy to match those that are reimbursable under any given deployment agreement, which may vary. Also adds language to provide an employee that has been deployed to use a P-Card for the purchase of meals in lieu of being reimbursed by an Employee Expense claim for per diem;

### Alternatives

Council could choose to not approve the proposed changes to the travel policy or could approve alternate changes to the travel policy.

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### **Fiscal and Staff Impact/Planned Item**

The fiscal and staff impact is minimal if approved. Staff has tested, reviewed and built workflow and roles to accommodate the proposed changes in the new Munis ERP system. Staff has also prepared all training material to be conducted prior to Go-Live of July 1, 2018. If Council should choose not to approve the proposed changes, many modifications will have to be made to the new ERP design/configuration and rollout of training to end users.

### **Attachments**

A - Amended Travel Policy - redlined version

B - 0910 -- Travel Policy with changes incorporated

Appendix B - In State Travel Pre-authorization and Reimbursement Form

Appendix C - Out of State Travel Pre-authorization and Reimbursement Form

Appendix D - One Day Travel Pre-authorization and Reimbursement Form

Appendix E - Mileage Log 7-1-18