



# BOISE COUNTY

## **RESOLUTION #2016-09 A BOISE COUNTY RESOLUTION AMENDING THE BOISE COUNTY TRAVEL POLICY**

**WHEREAS**, the Board of Boise County Commissioners has reviewed the Boise County Travel Policy, adopted as Resolution #2015-26; and

**WHEREAS**, a diligent review and discussion of an amended policy, has been accomplished by the Board of Boise County Commissioners, with Elected Officials and Department Heads; and

**WHEREAS**, agreement has been reached by the Board of Boise County Commissioners and Department Heads on the changes to the Travel Policy.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Boise County Commissioners does hereby rescind Boise County Resolution #2015-26, and

**IT IS FURTHER RESOLVED** that Resolution #2016-09, known as the Boise County Travel Policy, be effective as of February 1, 2016.

**APPROVED and ADOPTED** this 1<sup>st</sup> day of February, 2016, in Open Session of the Boise County Board of County Commissioners.

### **BOISE COUNTY BOARD OF COMMISSIONERS**

Handwritten signature of Alan D. Ward in blue ink.

**ALAN D. WARD**, Chairman

**ABSENT**

**ROGER B. JACKSON**, Commissioner

Handwritten signature of Laura L. Baker in blue ink.

**LAURA L. BAKER**, Commissioner



### **ATTEST:**

Handwritten signature of Mary T. Prisco in blue ink.  
**Mary T. Prisco**, Clerk to the Board

# BOISE COUNTY

# TRAVEL

# POLICY



**Resolution 2016-09**  
**Rescinding Resolution 2015-26**

## CHAPTER 1

### GENERAL PROVISIONS

1. These Boise County travel regulations and procedures are promulgated by the Board of Commissioners and shall be applied and interpreted within the context of the following policies:
  - a. All travel of Boise County employees must be properly authorized and actually performed in order to qualify for reimbursement from Boise County funds.
  - b. All travel must be essential in achieving the goals and carrying out the official responsibilities of Boise County. Travel is to be achieved in the most economical, considering time and cost, yet advantageous manner, for the County.
  - c. The primary responsibility for proper control of County travel and for compliance with these policies, regulations and procedures rests with the Board of County Commissioners.
2. These regulations and procedures apply to all elected and appointed officials and employees of Boise County. In the absence of an express agreement, this policy shall also apply to all consultants and agents of the County where reimbursement for travel expenses from Boise County funds is requested.
3. Where travel expenses of elected or appointed officials or employees are to be reimbursed directly from funds other than those of Boise County, travel regulations of the agency providing the reimbursement will govern.
4. "Boise County funds" are defined for the application to these policies, as all funds passing through the Boise County Treasury and disbursed by Boise County Check, regardless of the origin of the funds.
5. Exceptions to these travel regulations and procedures may be granted by the Board of County Commissioners when specifically requested, prior to the actual performance of travel.
6. It is the responsibility of all elected and appointed officials and employees to ensure that the employees of their departments/offices are familiar with these travel regulations.

## CHAPTER 2

### TRAVEL AUTHORIZATIONS

Except in cases of emergencies where it is impractical, all travel shall be authorized by the appropriate official prior to the travel being performed.

1. Each member of the Board of County Commissioners shall authorize his/her own travel.

2. **In-State Travel**

Each elected/appointed official of the County is designated as the official to authorize his/her own in-state travel and that of all employees within her/her department or office. This authority may be delegated to a deputy or other senior supervisor of the department or office in written form.

3. **Out-of State-Travel**

The Boise County Board of County Commissioners must authorize all out-of-state travel for elected officials, department heads and Boise County employees. Out-of-state travel must first have the approval of the appropriate elected official or department head.

4. **Vacation Time While in Travel Status**

When a Boise County employee takes vacation time during periods of official travel, the "extra" expenses incurred, including the cost of meals, transportation and lodging, shall be paid by the employee. Employees must obtain approval for vacation time in a travel status from the supervisor who authorizes the travel.

**CHAPTER 3**  
**TRAVEL POLICIES**

**1. Vehicle Use Requirements**

- A. Operators of Boise County owned or leased motor vehicles shall always drive safely, legally and courteously, remembering that they are directly responsible for maintaining both Boise County-owned property and public trust.
- B. Employees are expected to operate vehicles safely. It is the policy of Boise County to provide a safe working environment that protects our employees and our citizens from injury and property loss. Boise County considers the use of vehicles part of the working environment. Boise County is committed to safe, responsible, employee driving behavior that reduces the risk of personal injury and property loss.
- C. This applies to all Boise County employees, elected officials, and volunteers\* who operate vehicles on Boise County business. These drivers will be referred to as "employee drivers" and will be reviewed by managers and supervisors to ensure full implementation and compliance.  
\*Volunteers are those that volunteer on a regular basis, not one-time volunteers.
- D. Vehicles owned or leased by Boise County are to be used for the functions of Boise County. Personal use or any other type of use must be authorized by the Boise County Board of Commissioners, Elected Officials, or Department Heads.
  - 1. Employees must be authorized by their supervisor to operate an agency vehicle.
  - 2. Vehicles over 26,000 gross vehicle weight, Buses, and Vans over 15 passengers require a commercial driver's license (CDL).
- E. Some employees may be assigned a vehicle that is driven home; such personal use, if allowed, may be a taxable benefit.
- F. Personal Vehicles on Agency Business  
Employees who drive their personal vehicles on agency business are subject to the requirements of this policy including:
  - 1. Maintaining auto liability insurance with minimum state limits.
  - 2. Providing proof of liability insurance to the County Clerk on an annual basis.
  - 3. Maintain vehicle in a safe operating condition when driven on agency business.
- G. Personally Owned Vehicle (POV)
  - 1. Family members and guests may accompany employees traveling by POV on official County business if there is no added expense to the County.
  - 2. When two or more employees are attending the same conference or function and are traveling by POV, group travel using one vehicle shall be used when

practical. Exceptions to this policy require the approval of the Board of the County Commissioners.

#### H. Driver Qualifications

1. Each employee assigned to a Boise County vehicle or employees who operate a Boise County fleet vehicle are required to have a valid driver's license. Should an employee's Driver's License expire, be revoked, or suspended, the employee shall immediately notify his or her supervisor. At the time of the suspension, the employee's Boise County vehicle-use privileges will be suspended until the employee's Driver's License has been fully restored and validated.
2. Each employee assigned or permitted to operate a Boise County vehicle shall be responsible for the following:
  - i. Proper and safe operation of the vehicle;
  - ii. Service and maintain the vehicle in accordance with the manufacturer's recommendations;
  - iii. Maintain vehicle registration, license plates and inspections; and
  - iv. Participate in vehicle safety and defensive driving training as required by Boise County.

#### I. Driver Evaluation

Employees will be evaluated and selected based upon their driving ability. To evaluate employees as drivers, management shall:

1. Review the employee's Drivers License Record (DLR).
2. Ensure the employee has a valid driver's license.
3. Ensure the employee is qualified to operate the type of vehicle he/she will drive.
4. The supervisor shall maintain a record that this evaluation has been completed on an annual basis.

#### J. Seatbelt Use

Except as authorized herein, all drivers and passengers are required to utilize seatbelts as mandated by law. Exception: Sworn law enforcement officers may dispense with wearing safety restraints in specific tactical situations or when it reasonably appears that, due to unusual circumstances, wearing a seatbelt would hinder rather than increase safety (Idaho Code 49-673(2)(b)).

#### K. Mobile Communication Device, Cell Phone, and Computer Use

The driver of a Boise County vehicle, or any other vehicle being used for Boise County business, is prohibited from using a mobile communication device, cell phone or computer of any type while the vehicle is in motion. Drivers must be safely parked before using phone or mobile computer equipment. A mobile communication device is defined as "a text messaging device or a wireless, two-way communication device designed to receive and transmit voice or text communication". This does not apply to Boise County work-related two-way radios. Exception: Sworn law enforcement officers

may use mobile communication devices in specific tactical situations.

#### L. Smoking Prohibited

Smoking is expressly prohibited in all Boise County vehicles/equipment. This includes any and all E-Cigarette and Vaping devices

#### M. Impaired Driving Prohibited

1. Employees in custody or control of Boise County vehicles, or while using his or her own POV while conducting Boise County business. shall not consume alcohol.
2. The driver must not operate a vehicle when his/her ability to do so is impaired or influenced by: alcohol, illegal drugs or other illegal substances, prescribed or over-the-counter medication, or illness, fatigue or injury.
3. The employee driver is obligated to report to his/her supervisor any reason that may affect his/her ability to drive safely.

#### N. Proof of Insurance

Employee drivers must make sure that the current insurance card is kept in the vehicle at all times.

#### O. Accident Reporting

1. In the event of an accident, the driver shall, when possible, first check on the safety and welfare of all persons involved and seek immediate medical attention should it be required for themselves or others. If possible, move the vehicle to a safe location out of the way of traffic.
2. Drivers shall always have a police officer investigate any accident that involves a Boise County vehicle. This will help ensure that Boise County is protected from unwarranted claims. Do not discuss fault with, or sign anything from anyone except for a police officer, a representative from ICRMP or an authorized representative of Boise County.
3. Drivers shall notify their supervisor as soon as possible of the accident and report the extent of the injuries and property damage involved.
4. Drivers shall cooperate fully with ICRMP Claims Department in the handling of the claim.

Refer to the Accident Reporting Policy, Resolution 2013-52, for a comprehensive policy, and related procedures, covering accidents.

#### P. Traffic violations

All fines and other criminal penalties due to violations of the law by the driver are the personal responsibility of the driver of any Boise County vehicle. These costs are not reimbursable by Boise County and must be paid promptly by the driver.

#### Q. Vehicle Maintenance and Repair

Prior to scheduling major repairs or major maintenance needs, the driver must advise the department in custody of the vehicle for approval and any further instructions.

## **2. Travel by Commercial Air**

- a. Whenever possible, commercial air travel should be planned far enough in advance (at least two weeks) to take advantage of discount air fares.
- b. Coach class air travel shall be used. Travel in a higher class shall require the prior approval of the Board of Commissioners.
- c. The Boise County business traveler may retain frequent flyer/hotel rewards and other similar program benefits. However, participation in these programs must not influence flight/hotel selection which would result in incremental cost to the County beyond the lowest available airfare/hotel costs.

### **3. Rental Cars**

- a. When the rental of an automobile is required in the performance of official County business, a "compact" or "medium" sized vehicle shall be used. Maximum advantage shall be taken of any government or discount rates.
- b. Comprehensive, collision and liability insurance offered by car rental companies shall be taken.
- c. Any employee who rents a vehicle for official County business shall ensure that the vehicle is returned with a full tank of gas at the conclusion of the travel.

### **4. Out of State Travel**

- a. Whenever possible, out-of-state travel to conferences, meetings and training sessions shall be limited to one person when this person can return and share the information with other County employees. Group travel to conferences where concurrent sessions are planned in order to present different subject matter will normally be authorized.
- b. Holding office in professional or other associations which requires extensive out-of state travel at County expense is generally discouraged.
- c. Travel to high visibility areas (Hawaii, Reno, Las Vegas, etc.) for conferences or meetings, is generally discouraged.

### **5. In-State Travel**

- a. In-state travel shall be performed by the most economical means available that will accommodate the requirements of official business.
- b. Commercial air travel is authorized, if available, during those times when weather conditions are likely to make road conditions hazardous.

## CHAPTER 4

### TRAVEL EXPENSE REIMBURSEMENT PROCEDURES

#### 1. Travel Authorization

All official travel shall be authorized in accordance with Chapter 2 of these regulations.

#### 2. Travel Reimbursement Vouchers

- a. All travel expense reimbursement vouchers shall be submitted for payment through the elected official/department head authorizing the travel, to the Boise County Auditor (Clerk's Office).
- b. Travel reimbursement expenses shall be submitted within five working days after the travel has been completed or not later than the first Monday of the following month.

#### 3. Payment

- a. No employee shall request for any travel related expense if the expense has already been covered or reimbursed to another County employee (e.g. mileage reimbursement.)

All requests for travel reimbursement shall be authorized by the elected official/department head responsible for the travel expense.

- b. The Boise County Auditor shall present authorized payment requests to the Board for payment approval

**NOTE:** It is the policy of the Board that travel reimbursement vouchers be paid at the first opportunity following the completion of travel so that an employee's personal funds are not tied up any longer than required.

#### 4. Travel Expense Advances

- a. Requests for travel expense advancements shall be forwarded through the authorized elected official/department head to the Boise County Auditor. After review of the request, the Auditor shall present the advance voucher to the Board for approval of payment.
- b. When **not** purchased by the County, the actual cost of airline tickets, plus eighty percent (80%) of the estimated per diem, and mileage costs, as applicable, shall be eligible for advancement.
- c. A copy of the advancement voucher shall be submitted with the final claim for travel expense reimbursement.

**NOTE:** Travel advance funds are Boise County funds and may only be used for the purpose of paying authorized expenses.

**5. County Billing**

Personal travel expenses shall not be billed to the County for payment. With the exceptions of airline tickets and rental car costs charged to the County, all employees shall pay their own travel expenses.

## **CHAPTER 5**

### **EXPENSES**

#### **1. Expenses Not Allowed**

- a. Expenses for travel between home and office where normal work functions are carried out are not allowed unless specifically approved by the Board of County Commissioners.
- b. Expenses of a personal nature or for the convenience of the traveler such as shoe shines, haircuts, newspapers, periodicals, cosmetics, car washes, parking tickets, alcoholic refreshments or entertainment.
- c. Laundry and dry cleaning unless the traveler is away from home on official business for more than seven (7) days.
- d. The "extra" cost of hotel/motel other than the standard rate.
- e. The cost for relatives/guests sharing the same room at a hotel/motel.
- f. Fuel, oil, repair and maintenance expenses for POVs used for official travel.
- g. "Extra" expenses that may be incurred as the result of being in a travel status longer than required (vacation, sight-seeing, visiting, etc.) to complete the official business of the County.

#### **2. Authorized Expenses**

- a. Reasonable laundry and dry cleaning expenses if the traveler is required to be away from home for seven (7) or more consecutive days.
- b. Actual cost of required coach class airline tickets, including baggage fees.
- c. Actual costs of hotel/motel room at standard rate. Additional expenses on the room rate for internet, faxing, printing, etc. are allowed if such services are needed to carry out County business.
- d. Actual cost, including tips, of taxi or bus (shuttle) service between airports, hotel/motel and conference location.
- e. Meal costs not to exceed the per diem rates authorized.
- f. Conference registration fees.
- g. Mileage allowance if a POV is driven on official County business or to/from the Boise Airport for travel by commercial air. The mileage from/to the Idaho City or Horseshoe Bend Courthouses or the individual's residence, whichever is less, shall be used for those employees working in Idaho City and Horseshoe Bend.

For those who do not normally work at those locations, the mileage shall be calculated from their individual residence to the Airport.

- h. POV parking fees at the Boise Airport or at travel destinations.
- i. The cost of meals and lodging when travel is begun earlier than is required for official business to take advantage of discounted airline tickets. (The discount must amount to at least one and a half times (150%) the extra cost. Overtime pay/comp time is not authorized in such circumstances.

## CHAPTER 6

### AUTHORIZED REIMBURSEMENT RATES

#### 1. **Mileage Allowance**

When a POV is used for official travel, the reimbursement rate will be paid at a rate of established annually, using the Internal Revenue Service (IRS) business rate per actual mile traveled.

#### 2. **Meals Allowance**

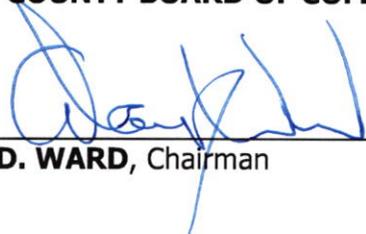
- a. All requests for travel reimbursements must be in compliance with Chapter 4 of this policy.
- b. In-State: A per diem allowance for meals, including tips, shall be forty-five dollars (\$45.00) per day.
- c. Out-of-State: A per diem allowance, including tips, shall be sixty dollars (\$60.00) per day.
- d. Employees attending conferences/meetings without being in an overnight travel status shall be reimbursed for actual meal costs not to exceed the amounts listed for "In-State" travel above.

#### 3. **Incidental Expenses**

Incidental expenses incurred during official travel (copy fees, conference materials, official business telephone/FAX calls, parking fees, baggage tips, postage, etc.) shall be reimbursed at actual cost when receipts are presented for reimbursement of those items.

**APPROVED and ADOPTED** this 1<sup>st</sup> day of February, 2016, in Open Session of the Boise County Board of County Commissioners.

**BOISE COUNTY BOARD OF COMMISSIONERS**



\_\_\_\_\_  
**ALAN D. WARD**, Chairman



\_\_\_\_\_  
**ROBER B. JACKSON**, Commissioner



\_\_\_\_\_  
**LAURA L. BAKER**, Commissioner



**ATTEST:**



\_\_\_\_\_  
**MARY T. PRISCO**, Clerk to the Board

**VEHICLE USE AGREEMENT**

The undersigned hereby acknowledges receipt of Boise County-owned vehicles for County use during my employment. I understand that County vehicles are to be regularly maintained and serviced, according to the service schedule outlined in the owner's manual or the instructions issued by the Elected Official or Department Head, whichever is appropriate.

Further, it is agreed County vehicles will be operated in a safe manner and in compliance with this policy. I agree to be responsible for all traffic and parking violations that occur while a County vehicle is assigned to me.

I understand articles of this agreement apply regardless of who is operating a County vehicle.

I agree to promptly report all accidents or incidents resulting in injury or damage to the vehicle or other property, no matter how slight.

I understand I am required to maintain a valid driver's license. Further, I herewith grant \_\_\_\_\_ the right to investigate my driver's license record any time. My current driver's license is issued from the State of \_\_\_\_\_ and is license number \_\_\_\_\_.

I understand the operation of County vehicles in a safe operating condition is my responsibility. If the vehicle becomes unsafe, it is my responsibility to notify my supervisors immediately.

I have read and agree to the provisions of this vehicle assignment agreement and the requirements of this Policy.

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

ACKNOWLEDGMENT OF RECEIPT OF TRAVEL POLICY

I, \_\_\_\_\_ acknowledge receipt of the Boise County Travel Policy, amended and approved on February 1st, 2016 and effective immediately.

Please initial each statement below if it is true.

\_\_\_\_ I understand that it is my responsibility to read and understand the contents of this Policy.

\_\_\_\_ I understand that I am obligated to perform my duties of employment in conformance with the provisions of this Policy and any additional rules, regulations, policies or procedures imposed by the department in which I work whether or not I choose to read the Policy.

\_\_\_\_ I understand that this Policy may be modified without prior notice to me.

\_\_\_\_ I understand that should this Policy be modified that I will be provided with a copy of the modification.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
(Employee)

I, \_\_\_\_\_, provided a copy (either electronically or by paper) of the Travel Policy, as adopted by the governing Board on \_\_\_\_\_ to \_\_\_\_\_, on this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
(Name - Title - Department)