



BOISE COUNTY

RESOLUTION #2015-26

A BOISE COUNTY RESOLUTION AMENDING THE BOISE COUNTY TRAVEL POLICY

WHEREAS, the Boise County Board of Commissioners has drafted an updated version of the Boise County Travel Policy known as Resolution #2011-15;

WHEREAS, diligent review and discussion of the policy has been held by the Boise County Board of Commissioners with Elected Officials and Department Heads; and

WHEREAS, agreement has been reached among all Boise County managers on the amended verbiage and direction contained in the Travel Policy.

NOW THEREFORE BE IT RESOLVED, that the Boise County Board of Commissioners does hereby amend Boise County Resolution #2011-15, known as the Boise County Travel Policy.

APPROVED and ADOPTED this 14th day of April 2015 in Open Session of the Boise County Board of Commissioners.

BOISE COUNTY BOARD OF COMMISSIONERS

Handwritten signature of Vicki L. Wilkins in black ink.

VICKI L. WILKINS, Chair

Handwritten signature of Roger B. Jackson in black ink.

ROGER B. JACKSON, Commissioner

Handwritten signature of Alan D. Ward in black ink.

ALAN D. WARD, Commissioner



ATTEST:

Handwritten signature of Mary T. Prisco in black ink.

Mary T. Prisco, Clerk to the Board

BOISE COUNTY

TRAVEL

POLICY



Resolution 2015-26
Rescinding Resolution 2011-15

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 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 County Warrant regardless of the origin of the funds.
5. Exceptions to these travel regulations and procedures may be granted by the Board of 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 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 his/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 Commissioners must authorize all out-of-state travel for elected officials, department heads and County employees. Out-of-state travel must first have the approval of the appropriate elected officials or department head.

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

When a 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 employees and agency volunteers* who operate vehicles on agency 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 Board of County 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 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 County vehicles or while using his or her own POV, while conducting 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.

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 proper approval of the Board of Commissioners.
- c. The 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 County Auditor.
- 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.

NOTE: All allowance travel expenses shall be reimbursed according to the actual receipts submitted with the voucher. Maximum per day allocations for in-state and out-of state travel are listed in Chapter 6.

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 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 County Auditor. After review of the request, the Auditor shall present the advance voucher to the Board for approval of payment. The advance payment shall not exceed sixty percent (60%) of the estimated costs. The employee must provide receipts.

- 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 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 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 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 POV's 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 forty-five cents (\$.45) per actual mile traveled.

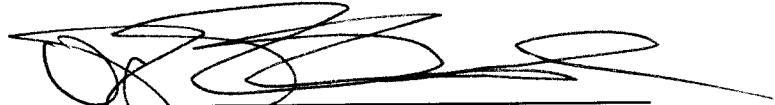
2. **Meals Allowance**

- a. All requests for travel reimbursements must be in compliance with Chapter 4 of this policy.
- b. In-State: A maximum per diem allowance for meals, including tips, shall be forty-five dollars (\$45.00) per day.
- c. Out-of-State: A maximum 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.

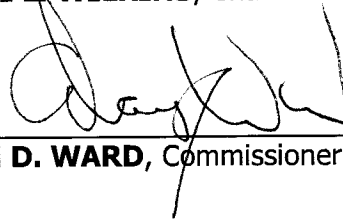
3. **Incidental Expenses**

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.

BOISE COUNTY BOARD OF COMMISSIONERS



VICKI L. WILKINS, Chair



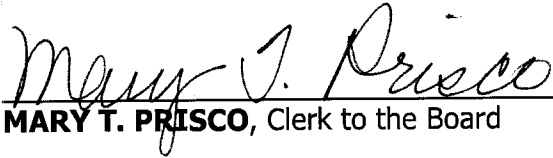
ALAN D. WARD, Commissioner



ROGER B. JACKSON, Commissioner



Attest:



MARY T. PRISCO, Clerk to the Board

VEHICLE USE AGREEMENT

The undersigned hereby acknowledges receipt of 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, adopted on April 14, 2015, and effective April 15, 2015.

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 _____, 2015.

(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 _____, 2015.

(Name - Title - Department)