



BOISE COUNTY

RESOLUTION #2017-23 A BOISE COUNTY RESOLUTION AMMENDING THE BOISE COUNTY TRAVEL POLICY

WHEREAS, the Board of Boise County Commissioners has reviewed the Boise County Travel Policy, adopted as Resolution #2016-09; 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 #2016-09, and

IT IS FURTHER RESOLVED that Resolution #2017-23, known as the Boise County Travel Policy, be effective as of April 11th, 2017.

APPROVED and ADOPTED this 11th day of April, 2017, 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

Handwritten signature of Roger B. Jackson in black ink.

ROGER B. JACKSON, Commissioner

Handwritten signature of Laura L. Baker in black 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.