


RESOLUTION # 95-1

WHEREAS, the Boise County Board of Commissioners has drafted regulations pertaining to Boise County Travel Regulations; and

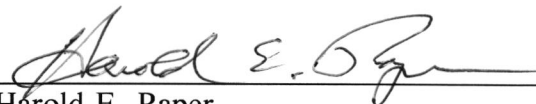
WHEREAS, diligent review and discussion of the new document has been held by the Board;

NOW THEREFORE BE IT RESOLVED that Boise County Resolution #95-1, to be known as the Boise County Travel Regulations, be adopted with an effective date of January 23, 1995.

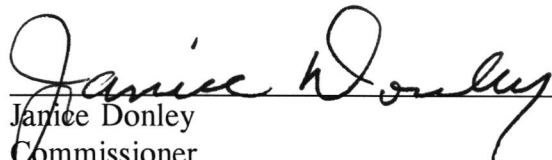
PASSED AND ADOPTED this 23rd day of January, 1995.



John M. Dyer
Chairman of the Board

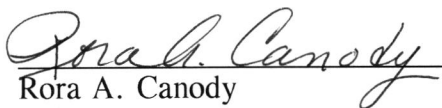


Harold E. Raper
Commissioner



Janice Donley
Commissioner

ATTEST:



Rora A. Canody
Clerk to the Board of Commissioners



BOISE COUNTY

TRAVEL REGULATIONS

RESOLUTION #95-1

PUBLISHED NOTICE

BOISE COUNTY, IDAHO

LOCAL IMPROVEMENT DISTRICT NO. 95-1

NOTICE OF HEARING ON ASSESSMENT ROLL

NOTICE IS HEREBY GIVEN that on Monday, the 18th day of December, 1995, at 10:00 A.M., the Board of Commissioners (the "Board") of Boise County, Idaho (the "County"), will hold a hearing on the assessment roll for Local Improvement District No. 95-1 ("L.I.D. No. 95-1"), at the Boise County Courthouse, Idaho City, Idaho. The assessment roll is on file in the office of the County Clerk at the above address, and is available for inspection by the public.

At the hearing, the Board will (1) consider amending Ordinance No. 95-1, adopted on April 3, 1995, to include within L.I.D. No. 95-1 certain parcels of property which are benefitted by the improvements within L.I.D. No. 95-1 but which were inadvertently omitted from the L.I.D. No. 95-1 description set forth in Ordinance No. 95-1; and (2) hear and determine all objections to the regularity of the proceedings in making assessments, the correctness of assessments, and the amount levied on particular lots or parcels in relation to the benefits accruing thereon and in relation to the proper proportionate share of the total cost of the improvements.

The property subject to assessment is located east of the Middle Fork of the Payette River in the Garden Valley area of Boise County. The parcels of property which were previously omitted from the description of L.I.D. No. 95-1, and which are proposed to be added to L.I.D. No. 95-1, are described as: Tax #158 in the NE 1/4 of the SW 1/4 of Section 23, T. 10 No., R. 4 E. B. M. (Parcel No. 3, Brennan property); Lots 15 and 16, and Sandy Point Park, Middle Fork Subdivision (Parcel Nos. 14 and 15, Wallace property); and the NW 1/2 of the SE 1/4 lying east of Payette River, less Tax #158, in Section 23, T. 10 No., R. 4 E. B. M. (Parcel No. 45, Schrader Ltd. Fam. Partnership).

Each owner of property within Local Improvement District No. 95-1 is hereby further notified that in revising the assessment roll at or after the hearing, the Board may, pursuant to Section 50-1713, Idaho Code, increase any assessment or assessments up to twenty percent (20%) of the original amount thereof without giving further notice and holding a new hearing thereon.

For the purpose of securing the payment of the principal of and interest on local improvement bonds to be issued for L.I.D. No. 95-1, it is the intent of the Board to create a reserve fund in

an amount equal to ten percent (10%) of the principal amount of the bonds to be issued to fund that portion of assessments not paid within the 30-day prepayment period, as provided by Section 50-1771, Idaho Code. The proportionate cost of the reserve fund will be added to the assessment upon property within L.I.D. No. 95-1; however, such cost will not be added to the assessment of any property for which the assessment is paid in full within the 30-day prepayment period from the date of the adoption of the ordinance confirming the assessment roll.

Each owner or owners of any property which is assessed in the assessment roll, whether or not named in the assessment roll, may, until 10:00 A.M., on Monday, the 18th day of December, 1995, file with the County Clerk objections in writing to (1) the inclusion of previously omitted property in L.I.D. No. 95-1, and (2) said assessments.

DATED this 20th day of November, 1995.

BOISE COUNTY, IDAHO

By _____
County Clerk

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 polices:
 - 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 both 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, and 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 to ensure that the employees of their department/office are familiar with these travel regulations.

CHAPTER 2

TRAVEL AUTHORIZATIONS

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

1. Each member of the Board of Commissioners will authorize their own travel.

2. Out-of-State Travel.

The Chairman of the Board of Commissioners must authorize all out-of-state travel for all elected or appointed officials and employees. In the absence of the Chairman, the Vice-Chairman may authorize the travel. Out-of-state travel must first have the approval of the appropriate department supervisor.

3. 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 of his/her department of office. This authority may be delegated to a deputy or other senior supervisor of the department/office.

4. Vacation Time While in Travel Status.

When an official/employee takes vacation time during periods of official travel the "extra" expenses incurred, including the cost of meals, transportation and lodging, while in vacation status will be paid by the individual. Employees must obtain approval for vacation time in a travel status from the supervisor authorizing the travel.

CHAPTER 3
TRAVEL POLICIES

1. Travel by Privately Owned Vehicle (POV).

- a. Family members and guests may accompany officials/employees traveling by POV on official business if there is no added expense to the county. (Officials/employees desiring that family members or guests accompany them while on official travel will not serve as justification for more than one vehicle to be used at county expense.)
- b. When two or more officials/employees are attending the same conference or function and are traveling by POV, group travel using one vehicle will be used when practical. Exceptions to this policy require the approval of the Chairman of the Board.

2. Travel by Commercial Air.

- a. Whenever possible, commercial air travel should be planned far enough in advance (at least two (2) weeks) to take advantage of discount air fares.
- b. Coach class air travel will be used. Travel in a higher class will require the proper approval of the Chairman of the Board of Commissioners.

3. Rental Cars.

When the rental of an automobile is required in the performance of official county business a "compact" or "medium" sized vehicle will be used. Maximum advantage will be taken of any government or discount rates. Comprehensive, collision and liability insurance offered by car rental companies will be taken.

4. Traffic Citations.

Any traffic citation issued to the driver of a county owned vehicle, POV or rental car while it is being used for official business of the county will be the responsibility of the driver.

5. Out-of-State Travel.

- a. Whenever possible, out-of-state travel to conferences, meetings and training sessions will be limited to one person when this person can return and share the

information gained with associates. Group travel to conferences where sessions are separated to cover different subject matter concurrently 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.

6. In-state Travel.

- a. In-state travel will 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 will be authorized in accordance with Chapter 2 of these regulations.

2. Travel Reimbursement Vouchers.

- a. All travel expense reimbursement vouchers will be submitted for payment through the official/supervisor authorizing the travel to the County Auditor.
- b. Travel reimbursement expenses should be submitted within five (5) working days after the travel has been completed or not later than the first Monday of the following month.

3. Payment.

- a. The County Auditor will not present travel vouchers to the Board for approval of payment unless the official/supervisor authorizing the travel has indicated approval thereof on the reimbursement voucher.
- b. After performing the required audit, the Auditor will present the voucher for payment to the Board at its first meeting following receipt of the voucher.

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 official/employee funds used are not tied up any longer than required by efficient accounting procedures.

4. Travel Expense Advances.

- a. Requests for travel expense advancements will be forwarded through the authorizing official/supervisor to the County Auditor. After review of the request, the Auditor will 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 will be eligible for advancement.
- c. A copy of the advancement voucher will 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 travel expenses.

5. County Billing.

Personal travel expenses will not be billed to the County for payment. With the exceptions of airline tickets and rental car costs charged to the County, all officials and employees will 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, refreshments or entertainment.
- c. Laundry and dry cleaning unless the traveler is away from home on official business for more than seven (7) consecutive 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.
- c. Actual costs of hotel/motel room at the standard rate.

2. Authorized Expenses: Cont'd.

- d. Actual cost, including tips, of taxi or bus (shuttle vehicle) service between airports, hotel/motel and conference locations.
- e. Meal costs not to exceed the per diem rates authorized.
- f. Conference registration fees. (If meals are included in the registration fee, the per diem allowance for meals will be so adjusted.)
- 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 individuals residence, whichever is less, will be used for those officials/employees working in Idaho City or Horseshoe Bend. For those who do not normally work at those locations, the mileage from their residence will be used.
- h. POV parking fees at the Boise airport or at travel destinations.
- i. The cost of meals and lodging when travel is started 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/compensatory leave 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 set by State regulations, currently twenty-six cents (26¢) per actual mile traveled.

2. **Meals Allowance.**

- a. In-state. A per diem allowance for meals, including tips, will be thirty dollars (\$30.00) per day.
- b. Out-of-state. A per diem allowance, including tips, will be forty-five dollars (\$45.00) per day as follows:
- c. Officials/employees attending conferences/meetings without being in an overnight travel status will be reimbursed for actual meal costs not to exceed the amounts stated 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.) will be reimbursed at actual cost when turned in for reimbursement of those items.