AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Resolution; Adopting Gunnison County Travel Policy

Action Requested: Board of County Commissioners' Signature

Parties to the Agreement:

Term Begins: **Term Ends:** **Grant Contract #:**

Summary:

Please see the attached resolution and accompanying Travel Policy for consideration.

Fiscal Impact:

Submitted by: Katherine Haase **Submitter's Email Address:** khaase@gunnisoncounty.org

Finance Review: ○ Required ◉ Not Required

Comments:

Reviewed by: Discharge Date:

County Attorney Review: ◉ Required ○ Not Required

Comments:
ok - gs

Reveiwed by: GUNCOUNTY1\gstuhr Discharge Date: 3/31/2017 Certificate of Insurance Required Yes ○ No ◉

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 3/31/2017

○ Consent Agenda ◉ Regular Agenda ○ Worksession Time Allotted: 5

Agenda Date: 4/4/2017

Revised April 2015

Joshua Ost

From: Kelly Weak
Sent: Friday, March 31, 2017 10:04 AM
To: Katherine Haase
Cc: Joshua Ost; Linda Nienhueser
Subject: RE: Contract Item for Review - Travel Policy

Finance was involved in the development of the policy. No concerns.

Kelly Weak
Senior Accountant
Gunnison County Finance
Phone: (970) 641-7664
Fax: (970) 641-7643

www.GunnisonCounty.org

From: Katherine Haase
Sent: Thursday, March 30, 2017 5:05 PM
To: Kelly Weak
Cc: Joshua Ost
Subject: Contract Item for Review - Travel Policy

Kelly,

The attached item has been entered into Laserfiche, and it will need financial review before going before the BOCC for consideration. Matthew wants to get this onto Tuesday's agenda, so please provide your review comments to Josh before noon tomorrow. Linda was included in the development of the attached draft policy, so I'm hopeful that you are already aware of the details.

Thanks,
Katherine

_____
Katherine Haase
Assistant to the County Manager
Gunnison County Administration
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"Gunnison County cherishes its sense of community and place. We strive to preserve and promote the wellbeing of the County's citizens, natural environment and rural character. We will deliver services and set standards that reflect our values and preserve our unique quality of life for present and future generations to enjoy."

BOARD OF COUNTY COMMISSIONERS OF GUNNISON COUNTY, COLORADO
RESOLUTION NO. 2017-___

A RESOLUTION ADOPTING GUNNISON COUNTY TRAVEL POLICY AND RESCINDING ALL PREVIOUS TRAVEL-RELATED POLICIES

WHEREAS, Gunnison County has established a uniform policy format and an adoption and periodic review process to promote consistency and uniformity throughout the organization; and

WHEREAS, Gunnison County currently has numerous travel policies, which include contradictory information; and

WHEREAS, the attached Travel Policy (Exhibit A) was created to reflect Gunnison County's current travel-related practices, which conform to Internal Revenue Service regulations.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Gunnison County, Colorado that:

1. The attached Travel Policy (Exhibit A) is adopted;
2. Section 10-8 of the Gunnison County, Colorado Personnel Policies, adopted October 5, 2010 and amended November 16, 2010, is changed, in its entirety and effective immediately, to simply reference the attached Travel Policy;
3. The following existing policies regarding official employee travel are hereby rescinded and deleted, effective immediately:
    a. Out-of-State Travel Memorandum, signed by the Board of County Commissioners and issued by the County Manager on May 4, 1999;
    b. Policy Statement No. 002, adopted by the Board of County Commissioners on February 23, 2000; and
    c. Any and all other official travel-related policy documents previously utilized by the organization.

INTRODUCED by Commissioner _____, seconded by Commissioner _____, and adopted this 4th day of April, 2017.

BOARD OF COUNTY COMMISSIONERS
OF GUNNISON COUNTY, COLORADO

_____
Phil Chamberland, Chairperson

_____
Jonathan Houck, Commissioner

_____
John Messner, Commissioner

Attest:

_____
Deputy County Clerk

EXHIBIT A

Policy Name:	Travel Policy			**Policy Number:**	*tbd*
Approval Authority:	Gunnison County Board of County Commissioners			**Date of Adoption:**	4/4/2017
Effective Date:	1/1/2017	**Adoption Document:**	*(Resolution number to be filled in after adoption.)*		
Review Date:	1/1/2022	**Review Frequency:**	Every five (5) years.	**Policy Custodian:**	Administration Department

PURPOSE

This document outlines Gunnison County's policy related to official business travel. If a department has special circumstances not addressed in these policies, the elected official or department head should submit a request for consideration of unusual circumstances in writing to the County Manager for approval.

SCOPE

This policy applies to all Gunnison County employees.

DEFINITIONS

- IRS – Internal Revenue Service.
- M&IE – Meals and Incidental Expenses. As defined by the IRS, this refers to meals, tips and fees for food and luggage-handling services.

POLICY STATEMENTS

Gunnison County's policy is to utilize County-issued purchasing cards for meal, travel and lodging expenses incurred in the performance of official business. If a department has special circumstances not addressed in these policies, the elected official or department head should submit a request for consideration of unusual circumstances in writing to the County Manager for approval.

Meals

Within Colorado: Pursuant to IRS regulations, travel-related M&IE are allowable County expenses only when overnight travel is included. M&IE incurred during same-day travel, in-County meals at the beginning or end of travel, tips exceeding 20%, alcohol, and personal charges are not allowable County expenses. Receipts are required, and expenses will be allowed up to the IRS's standard daily M&IE allowance rate for Colorado, which is posted to the staff intranet and updated annually. The standard rate applies to all travel within Colorado.

Outside of Colorado: For out-of-state travel, refer to the current IRS per diem rate chart (posted to the staff intranet) to determine the maximum allowed for M&IE relative to the area of travel. If the travel location does not have a specific M&IE rate assigned, travelers should use the standard rate for the state.

Lodging

The actual cost of a hotel or motel room (single occupancy) will be allowed when incurred in the course of official County-related business travel. Employees should indicate lodging is tax exempt (in Colorado), when making reservations and use their purchasing card for payment of hotel rooms, which includes the tax exemption number, in order to avoid paying sales and/or lodging taxes whenever possible.

Transportation

County Fleet and Personal Vehicles

Employees are required to use fleet vehicles from the Public Works Department motor pool for

work-related travel, whenever possible. See the Motor Pool Policy for more information.

Public Transportation

Reasonable commercial ground, air and rental transportation costs will be allowed for official travel between airports, hotels, conferences or meeting places. Receipts must be provided.

Vehicle Rental

Rental car costs for County-related business will be allowed only when other options are not available to accommodate the purposes of the travel.

Airfare

The County will allow airfare costs (airfare and one checked bag) for County-related business. Employees making travel reservations should take care to seek the lowest possible fares by making advance reservations whenever possible. If the employee chooses to travel by car when the employee can fly for less (based on the rate available two weeks prior to the trip), only the lesser-cost figure will be allowed/reimbursed. Lodging and meal costs incurred during travel by car will not be reimbursed unless these costs, along with mileage, are less than airfare (if purchased two weeks prior) plus ground travel at the destination.

Out-of-State Travel Approval

The County Manager must approve all out-of-state travel prior to the traveler incurring any related expenses. The department head should submit into Laserfiche the purpose of the travel, location, total estimated cost, whether or not the costs are included in the department's budget, and the benefit to the County in the request. Elected officials and their staffs are exempted from this requirement as long as adequate travel funds are available as approved during the budget process and the out-of-state travel for staff is approved by the appropriate elected official.

COMPLIANCE

This policy shall be complied with in all respects. Revisions to this policy may occur and every attempt will be made to provide prior notice of any such change. However, when deemed necessary in order to fully protect the County's interests, the interest of the public, and to more fully protect the safety of the public, including employees governed by this policy, this policy may be changed without notice.

Failure to obtain any necessary approvals or inability to document expenditures by acceptable receipts may preclude reimbursement by the County.

APPLICABLE LEGISLATION AND/OR RELATED REGULATIONS, POLICIES AND FORMS

1. Gunnison County Motor Pool Policy (updated as needed by Gunnison County and posted to the County intranet).
2. Gunnison County Mileage Reimbursement, Travel Expense and Transportation, and Out-of-State Travel Expense and Transportation Forms (updated annually by Gunnison County and posted to the County intranet).
3. Gunnison County VISA Purchasing Card Policies and Procedures Manual (updated as needed by Gunnison County and posted to the County intranet).
4. IRS Mileage Reimbursement Rate (updated annually by the IRS and posted to the County intranet).
5. IRS Meals and Incidental Expenses Rate (update annually by the IRS and posted to the County intranet).