

4-15-60-2

RESOLUTION NO. 130-15 4-28-15 COL Amend Travel Policy#55

Amending the Cayuga County Travel/Training Policy No. 55 for County Employees

BY: Hon. Michael Didio, Chairman Government Operations

WHEREAS, the County Legislature has adopted numerous policies and procedures for conducting County business and others which are mandated by Federal and State governments; and

WHEREAS, the County wishes to amend the Travel/Training Policy No. 55, by adding the following wording to No. 1- Travel Authorization form (attached) with supporting documentation; agenda, purpose of conference/event) and No. 7 – and the Clerk of the Legislature Office and No. 10 and 13 add the wording County Administrator's Office and remove Clerk of the Legislature Office; now, therefore be it

RESOLVED, the County Legislature does hereby adopt the attached amended Travel/Training Policy; and be it further

RESOLVED, that said amended policy number 55 in the County Policy Manual be distributed by the Clerk of the Legislature to all County Department Heads; and it is further

RESOLVED, that this resolution will take effect immediately upon adoption.

I HEREBY CERTIFY, THAT I HAVE COMPARED THE FOREGOING COPY OF A RESOLUTION DULY PASSED AND ADOPTED BY THE LEGISLATURE OF CAYUGA COUNTY AT A MEETING HELD ON THE 28th DAY OF APRIL 2015 WITH THE ORIGINAL RESOLUTION, AND THAT THE SAME IS A TRUE AND CORRECT COPY AND TRANSCRIPT THEREOF, AND THE WHOLE THEREOF.

4-29-15 10:15AM

  
DEPUTY CLERK, CAYUGA COUNTY LEGISLATURE

CAYUGA COUNTY POLICY MANUAL  
Section 55

**Subject:** Travel/Training

**Effective Date:** 4/28/15 - Resolution No. 130-15

**Supersedes Policy of:** 5/25/10; Res. 255-10

**Policy Title:** Travel Policy

**Objective:** To establish procedures for employee travel to conferences, events or meetings outside of the County. Attendance at conferences, training, or other events must be authorized in advance.

**Policy:**

1. All travel must be approved in advance. Attendance at meetings out of the County requires a Travel Authorization form (attached) with supporting documentation; agenda, purpose of conference/event. A purchase order must be submitted in advance of travel for registration or hotel accommodations and must be approved by the Department Head and County Administrator. Payments for these purchase orders must have an approved travel authorization form to accompany the payment voucher.
2. County employees who, wish to attend conferences, seminars, and meetings related to the functions of his/her department shall obtain approval from their Department Head. The Department Head shall then obtain permission from the Oversight Committee Chairperson and the County Administrator. Travel cost shall include conferences, seminars or meeting fees, mileage, train or airline tickets, lodging, meals parking and other costs. No overnight lodging will be approved if travel is within a 60 mile radius of Auburn with the exception of any state agency that has approved the lodging and will pay for the lodging for county personnel to attend said function. Efforts will be made to find the most cost effective lodging.
3. Meetings, training events, and conferences held within the County that last less than a day shall not require a travel authorization form to accompany any request for reimbursement. Department Head approval of such expense vouchers will be sufficient evidence of authorization.
4. All travel requests for "day trips" shall be submitted to the County Administrator for approval.
5. All travel requests for "overnight accommodations" shall be presented to the over site committee, after said request has been signed by the appropriate Section Head and/or Department Head. Efforts will be made to find the most cost effective lodging.
6. Travel by members of any County Advisory Boards appointed by the County Legislature who are traveling on County Business shall be authorized by the appropriate department head or Legislative Committee responsible for such Advisory Board.
7. The Chairperson of the Legislature shall authorize travel by members of the legislature and the Clerk of the Legislature Office.
8. The County Administrator will provide the Ways and Means Committee with a report each month detailing all travel requests.

9. Travel expenses will be reimbursed to County employees, and members of boards appointed by the County Legislature, who are traveling outside the County on County business. The responsibility for approving and monitoring travel requests is with department heads and the County Administrator. It is the responsibility of each department head to manage travel expenses within available budgetary resources. Travel costs shall include conference, seminars or meeting fees, mileage, train or airline tickets, lodging, meals, parking, and other related expenses. Employees who are eligible for reimbursement for meals pursuant to County Policy shall be reimbursed as follows: Breakfast \$6.00; Lunch \$12.00; Dinner \$18.00. Employees shall be required to submit appropriate receipts for reimbursement. New York City rates shall be Breakfast \$12.00; Lunch \$24.00 and Dinner \$36.00.
10. All arrangements concerning lodging, out-of-county auto rental, and transportation (including air, train, etc.) are to be made through the County Administrator's Office, utilizing the State Contract travel agency.
11. Attendance and travel time for conferences and training events are considered regular time and shall not result in additional overtime compensation or accrual of compensatory time unless specifically approved by the department head.
12. Not more than 90 days prior to travel may a travel request form be filed with the County Administrator. The completed form shall have the approvals of the department head, the Chairman of the oversight committee, and the County Administrator noted thereon. The County Administrator shall determine the information required on the travel request form.
13. A photocopy of the fully signed travel request shall be submitted with the purchase order request and/or request for airplane tickets as well as the time of request for payment. All airplane tickets shall be purchased through the County Administrator's Office; provided, however, that with regard to law enforcement activities, the department head shall have the option to determine that confidentiality concerns prevent this in particular cases. The confidentiality exception shall not apply to travel for training, conferences or continuing education.
14. Law Enforcement for purposes of this policy means "Sheriff's Office, District Attorney's Office and Probation Office. Because of the nature of law enforcement work, a travel request form shall not be required for actual investigations, extraditions, the movement of inmates, informants or witnesses or court ordered transportation. However, in the event that the said law enforcement travel required will cause the department to exceed available appropriated funds, the department head is responsible for making arrangements to cover the expenses prior to travel unless time constraints prevent this. Conferences and training for law enforcement personnel shall be subject to the county travel policy requirements from the effective date of this resolution since the budgetary duties of the County Legislature require that they monitor such items in order to be able to determine the requirements of the budget in that regard for the following year.
15. If employees fail to comply with these regulations, the employee will travel at their own expense.

**Note: Policy shall be reviewed periodically by the County Administrator or his/her designee. Any revisions approved by the Legislature shall be distributed to departments.**

### County of Cayuga Travel Request

<b>Date Received</b>					
Name of County Officer of Employee					
Department					
Purpose of Travel					
Sponsoring Organization					
Place		Date		To:	
Overnight Accommodations required	<input type="checkbox"/> Yes <input type="checkbox"/> No	Where:			
Transportation					
County Vehicle	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Personal Car	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Plane	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Train	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Vehicle Pooling	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Are you a member or officer of Sponsoring Organization	<input type="checkbox"/> Yes <input type="checkbox"/> No	Title:			
<b>Estimated County Expense</b>					
Food		Mode of Payment			
Registration Fee		Audit			
Transportation		Credit Card (Specify)			
Lodging		Revolving Fund Request			
Other		Other (Specify)			
Estimated Total					
<b>Reimbursement from:</b>					
Federal		What % if any			
State		What % if any			
County		What % if any			
Attach additional information if available		Account Code Charged			
<b>Approvals</b>		<b>Date</b>	<b>Signature</b>		
Section Head Recommendation	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Comm/Dept. Head Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Has Committee Chairperson been consulted as to travel?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
County Administrator	<input type="checkbox"/> Yes <input type="checkbox"/> No				

\*Committee Chairperson must sign if overnight travel.