

RESOLUTION NO. 150-22 4-26-22 COL Amend Travel Policy

Amending the Cayuga County Travel Policy, Number 55

BY: Hon. Christopher Petrus, Chair, Government Operations Committee
Hon. Hans Pecher, Chair, Ways & Means Committee

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 Cayuga County Travel Policy No. 55 as attached; now therefore be it

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

RESOLVED, that the amended policy be posted to the County Website and distributed by the Clerk of the Legislature to all Department Heads; and it is further

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



*State of New York }
County of Cayuga }*

I do hereby certify, that I have compared the forgoing copy of a Resolution duly passed and adopted by the Cayuga County Legislature at a meeting held on the 26th day of April 2022 with the original Resolution, and that the same is a true and correct copy and transcript thereof, and the whole thereof.

Given under my hand and official seal April 27th, 2022

Shula P. Smith
CLERK, CAYUGA COUNTY LEGISLATURE

Cayuga County Travel Policy

NUMBER 55

PURPOSE

The following procedures are intended to establish the methods of reimbursements, payments, and documentation required by the traveler.

SCOPE

Applies to all county employees traveling on approved work-related business on behalf of the county.

RESOLUTION NO. 150-22

DATE ADOPTED 4/27/22

SUPERSEDES RESOLUTION 314-18 DATED 8-28-18

The Cayuga County Legislature recognizes the fact that the employees and members of the governing body are required to travel in order to fulfill their duties. The governing body also recognizes the need to establish procedures that govern travel and travel reimbursement that are fair, yet assures that the employees and members of the governing body are accountable for using travel funds. The following procedures are intended to establish the methods of reimbursements, payments, and documentation required by the traveler.

AUTHORIZATION

An “Authorization to Travel” form must be submitted to authorize travel reimbursement. Required approval for travel will be as follows: Your Department Head will determine your level of approval.

Type of Travel	Approval Required
Travel within the County	Supervisor/Department Head
Travel Outside the County, but within NYS	Supervisor/Department Head
Travel Outside NYS	Supervisor/Department Head/ Chair or designee
Department Head Travel – overnight only	County Chair or Designee

“Authorization to Travel” requests are completed on the County Portal and must be accompanied by information received regarding the conference or meeting announcement, agenda, or similar material for review or auditing.

The County will pay for allowable business travel expenses when reasonable, necessary, and directly related to conducting County business. Expenses incurred for travel that are not in compliance with the policies outlined below will not be paid or reimbursed.

Arrangements concerning overnight lodging, auto rental, train and airfare are to be made through the Finance Department

1. The following are considered reasonable and necessary business travel expenses:
 - Transportation (County or personal vehicle, airfare, train, bus, cab, subway, parking)
 - Lodging
 - Registration fees for conference, training, tuition, or related/sponsored events
 - Meals
 - Other incidental business expenses (copies, mailing, etc.)

2. The following will not be paid or reimbursed:
 - Alcoholic beverages
 - Theft, loss, or damage to personal property
 - Airline or trip insurance
 - Personal Entertainment
 - Personal Car services
 - Fines for parking or traffic violations

TRAVEL STATUS/OFFICIAL STATION

An employee is in travel status when the employee is on official business away from their official work station or place of residence.

The official station is used to determine allowable mileage expense reimbursement. The official station is generally considered the place of work; however, if the employee leaves from their residence, the Department Head may approve mileage calculated from the residency.

AIR TRAVEL

Air travel must be booked in advance, through the Finance Department, with the carrier offering the best combination of fair and routing for the destination.

COUNTY VEHICLES

Whenever possible, County Fleet vehicles should be reserved for travel and used in accordance with the County's Vehicle Policy #57.

PERSONAL VEHICLES

Mileage Reimbursement for use of a personal vehicle must be approved by the Department Head. When traveling in a personal vehicle for business purposes, the following information must be recorded on the reimbursement form: date and destination, the business purpose of the trip, total mileage calculated from the workplace unless the use of a residence was approved in advance. Mileage expenses will be reimbursed at the current mileage rate set by the IRS.

RENTAL CARS

Rental cars must be approved in advance by the Department Head and may be utilized if needed for business purposes when no other less costly transportation alternative exists.

LODGING

All arrangements for lodging are done by the Finance Department, except for lodging for the Legislative Office, which is done by the Clerk of the Legislature's Office.

The County will pay lodging costs (room) at the government, or single occupancy standard room rate. When attending a training or conference, an employee may elect to stay at the conference hotel at the lowest available room rate. Lodging costs will be paid or reimbursed, on an actual cost basis. An original detailed hotel receipt must be submitted. **Note:** New York State tax charged on lodging bills is not reimbursable. Any employee traveling within New York State is required to supply the hotel with a tax-exemption form for lodging. The forms should be obtained prior to traveling. It is suggested that travelers identify themselves as County employees when making lodging accommodations in order to prevent any unnecessary charges.

Overnight lodging within a 50-mile radius of Auburn will not be reimbursed

Exception

Lodging at the Annual NYSAC conferences in Syracuse and Rochester is permitted subject to budget availability.

REGISTRATIONS

Fees charged for the registration to attend County business related conferences are allowable expenses. When expenses are included in registration fees, reimbursement will not exceed the cost of registration. For example, if an employee attends a seminar for which meals and lodging are included in the registration fee, and the employee elects lodging and meals other than those already included in the registration package, reimbursement will not exceed the cost of the registration fee.

RECEIPTED MEAL ALLOWANCE

Reimbursement for meals will only be made if the employee has been given prior approval via the approved travel request. Meal expenses will be reimbursed on an actual cost basis. Reasonable gratuities are considered part of the acceptable meal costs. All claims for reimbursement will be accompanied by a vendor's detailed receipt.

Employees will be reimbursed up to the following amounts:

Breakfast Lunch Dinner

Maximum	Maximum	Maximum
\$14.00	\$16.00	\$29.00

Please note that some registration fees include meals. No reimbursement will be made for meals that were included in registration fees paid. Reimbursement includes tax and gratuities up to the allowed limit.

New York City rates are, \$20.00 – Breakfast, \$30.00 - lunch, \$50.00 – Dinner

Cayuga County Credit Card – The County credit card **cannot** be used for the purchase of meals while traveling on County business. Employees must pay for meals in the first instance and submit requests for reimbursement of eligible expenses.

CLAIMS AND DOCUMENTATION

Employees will complete and certify an itemized Report of Expenses within 20 days of return from travel status. The following is a list of required documentation supporting travel expenses:

- Copy of conference or training registration showing dates and cost;
- Reimbursement requests for meals and incidentals must include itemized receipts; and
- Personal vehicle mileage report.

The County Chair or designee will provide the instructions necessary for the implementation of the travel policy. Department Heads are responsible for ensuring that these policies are adhered to.

PERSONAL EXPENSES

The County will not pay for personal travel expenses that may be incurred during business travel. When personal travel is scheduled in connection with a business trip, the County pays only those expenses directly related to Official County Business. Any expenses related to personal travel must be clearly distinguishable and paid directly by the employee.

POLICY ADMINISTRATION

The County Chair or designee develops and implements procedures for administering this policy, ensuring compliance with the policy and State Law. Prior written authorization by the County Chair or designee is required to authorize any exceptions to the above policy.