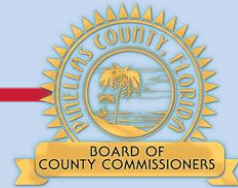




Doing Things!

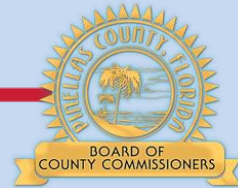
**BCC Travel Policy Update
Recommendations**





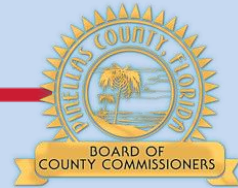
Current State and Background

- The Policy was originally developed in 2003
- Procedure shift away from forms
- Implementation of Oracle Enterprise Resource Planning system (OPUS)
- Changes in the way we travel
- Develop recommendations for modernizing policy



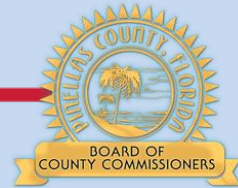
Review Methodology and Scope

- Collect department feedback through Focus Groups
- Review existing policies from Florida peers
- Review Office of Inspector General (IG) P-card Audit recommendations
- Partner with Clerk's Finance
- Incorporate IG and Appointing Authorities feedback



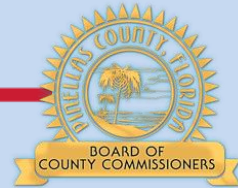
Desired Outcomes

- Provide policy clarity in understanding and structure
- Provide consistency in travel arrangement and reimbursement practices
- Better align with the State Statute provisions and Federal guidelines
- Provide long term policy sustainability



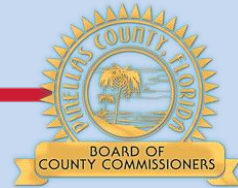
Recommendation Overview

- Review DEFINITIONS section for updates, omissions and additions.
- Clarify APPROVAL FOR TRAVEL section
- REIMBURSABLE EXPENSES section
 - Restructure to be more clear and consistent
 - Remove specific dollar amounts and reference State Statute and provide link to federal GSA rates
 - Travel Agency contract clarification
 - Include Rentals (HomeAway and Airbnb) as lodging option
 - Establish travel time threshold for overnight stay



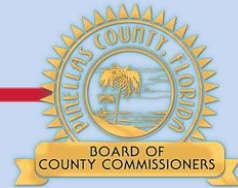
Recommendation Overview

- REIMBURSABLE EXPENSES section (continued)
 - Add reimbursable items:
 - Baggage fees
 - Transportation Network Companies (Uber and Lyft)
 - Wi-Fi fees
 - Mileage
 - Split into two sections: Personal Vehicle and County Vehicle
 - Update Local Mileage and Out of Town Mileage definitions to address commuting mileage



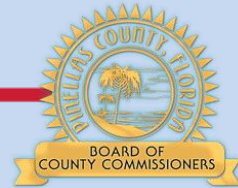
Recommendation Overview

- REIMBURSABLE EXPENSES section (continued)
 - Consolidate Other Expenses section
 - Remove dollar amounts and reference State of Florida Expenditure Guide
 - Clarify Self-parking vs. Valet parking



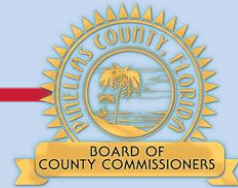
Recommendation Overview

- TRAVEL REIMBURSEMENT VOUCHER FORMS
 - Clarify advance approval and post approval workflow
 - Add statements regarding:
 - Current reimbursement methods
 - How to address expenses not addressed in policy
 - Responsibilities of traveler
 - Remove all forms except *Form C - Local Travel Expenses*
 - Add a Missing or Lost Receipts section

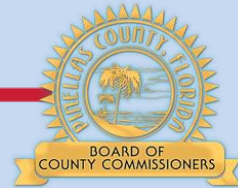


Additional Recommendations

- Provide for administrative updates to maintain consistency with state and federal guidelines
- Add section for Sales Tax Exemption
- Develop a separate countywide procedure manual
- Provide references to the following policies:
 - Personnel Rules and Policies
 - Risk Policy
 - Purchasing Policy



Board Discussion and Input



Next Steps

- Create redline version of current policy
- Board approval of revised policy at future meeting