



Pinellas County

Staff Report

File #: 19-1069A, **Version:** 1

Subject:

Resolution updating the previously adopted "Guidelines For Payment and/or Reimbursement of Travel Expenses for Pinellas County Officers and Employees," Resolution No. 03-192.

Recommended Action:

Adopt a new resolution updating the previously adopted "Guidelines For Payment and/or Reimbursement of Travel Expenses for Pinellas County Officers and Employees," Resolution 03-192 to:

- Provide policy clarity in understanding and structure.
- Provide consistency in travel arrangement and reimbursement practices.
- Update and modernize guidelines and reimbursable expenses.
- Allow for administrative updates to maintain consistency with state and federal guidelines.
- Provide for long term policy sustainability.

Strategic Plan:

Deliver First Class Services to the Public and Our Customers

5.2 Be Responsible stewards of the public's resources

5.3 Ensure effective and efficient delivery of county services and support

Summary:

The "Guidelines for Payment and/or Reimbursement of Travel Expenses for Pinellas County Officers and Employees" policy has been updated to reflect recommendations presented to the Board on January 8, 2019. The policy changes are referenced throughout the revised Travel Policy document with the addition of a Non-reimbursable Expense Section referenced from the Tampa Bay Area Regional Transportation Authority (TBARTA) Travel Expense and Reimbursement Policy.

The changes and additional feedback received were vetted and reviewed with the Clerk of the Circuit Court - Finance Division, Risk Management, and the County Attorney's Office.

The proposed effective date of the revised policy is October 1, 2019, to allow for communication, training, and outreach to user departments.

Background Information:

In June 2017, the Board expressed desire update and modernize the original Travel policy written and adopted from Resolution 03-192 on October 7, 2003. Recommended updates were developed through a series of Focus Groups facilitating feedback from stakeholders including departments and agencies who utilize the policy and reviews from the Clerk of the Circuit Court- Finance Division and the Office of the Inspector General. On January 8, 2019, the recommended changes were presented to the Board for review and feedback.

Fiscal Impact:

There is no fiscal impact to adopting this resolution.

Staff Member Responsible:

Erin Dowie, Department Administrative Manager, Office of Management and Budget

Partners:

Clerk of the Circuit Court Comptroller

Attachments:

Proposed Resolution 19-xx
Revised Travel Guidelines (clean version)
Revised Travel Guidelines (markup version)
Travel Policy Change Recommendations
Resolution 03-192 adopted October 7, 2003
AATF Resolution- Travel policy guidelines