

# TODD COUNTY BOARD OF COMMISSIONERS

## A Resolution Adopting Certain County Travel Policies

**WHEREAS**, the course of County business requires that certain employees travel throughout the County and State, and;

**WHEREAS**, the Todd County Board of Commissioners recognizes this need, but believes that travel should be taken in the most cost effective manner possible, and;

**WHEREAS**, the County Board of Commissioners has determined that it is in the best interest of the County to increase efficiency and decrease costs by establishing a centralized motor pool.

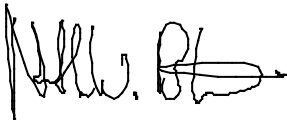
**NOW THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners hereby adopts the policies contained in Attachment 1 to this resolution and directs immediate implementation:

**BE IT FURTHER RESOLVED**, that the Board be informed of the administrative policies adopted with regards to centralized motor pool and that a report be given to the Board on June 15, 2010 regarding implementation of said policies.

STATE OF MINNESOTA }  
COUNTY OF TODD }

I, Nathan W. Burkett, County Administrator, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the resolution of the County Board of said County with the original record thereof on file in the Administration Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board at a meeting duly held on January 05, 2010, and that the same is a true and correct copy of said original record and of the whole thereof, and that said resolution was duly passed by said board at said meeting.

Witness my hand and seal this 2<sup>nd</sup> day of February, 2010



Commissioner	Yes	No	Abs	Mot	2 <sup>nd</sup>
Blessing	x				
Kircher	x				
Kneisl	x				
Neumann	x				x
Ruda	x			x	

Nathan Burkett  
County Administrator

~~Section 1.01~~ **Section 7.01 TRAVEL POLICY**

This policy conforms to Minnesota Statutes 471.38, 471.96(1), and 471.97 governing expenses incurred by employees in the conduct of County business. This policy is designed to provide the basis for determining whether there is authority for County expenditure, the expenditure serves a public purpose, and the expenditure is necessary and directly related to the betterment of the County.

**(a) APPLICATION AND ADMINISTRATION**

This policy applies to all employees and elected officials of Todd County. In the event that this policy conflicts with an applicable collective bargaining agreement, the latter controls. Should there be any conflict between this policy and State or Federal law, the latter controls.

**(b) TRAVEL REQUESTS AND APPROVAL**

The Todd County Board of Commissioners shall approve all travel costs through the annual budget process.

All travel for personnel requires the approval of the Supervisor or Department Head as specified by Department. Furthermore, all travel that is not budgeted requires the approval of the County Board.

**(c) CAR POOLING**

**Definition:** When two or more County employees attend the same meeting, workshop, training or conference and ride together in an employee's personal vehicle or County vehicle.

All employees who engage in the use of County vehicles are required to have a valid and appropriate driver's license. It is the employee's responsibility to notify his/her supervisor if the employee's license has been revoked or suspended or if there is any other reason why the employee cannot drive a vehicle.

Car-pooling and the use of the County vehicles are required to save on travel related expenses.

When car-pooling and the use of the County Motor Pool/Department vehicle are not feasible, the use of personal vehicles to travel for the performance of job duties will be reimbursed at the County approved rate. Documentation will include date, function, site traveled to and a portal to portal mileage total.

**(d) SITUATIONS NOT SPECIFICALLY COVERED**

Situations periodically arise which require flexibility and common sense. Department Heads are authorized to make decisions on situations not specifically covered by this policy, provided the decisions are made within the general intent of this policy.

**(e) HOW AUTOMOBILE LIABILITY COVERAGE APPLIES**

It is a fundamental principal of automobile liability coverage that coverage follows the vehicle. The second priority is any coverage in effect covering the operator of the vehicle. Other coverage responds after these first two. Please refer to the current MCIT Plan Document for detailed information regarding auto insurance liability coverage.

There are two scenarios of vehicle ownership to evaluate:

- 1) Member-owned vehicle
  - a) Member-owned vehicle – For county-owned vehicles that are listed on the automobile schedule, MCIT provides primary auto liability coverage.
- 2) Non-owned vehicle and hired vehicle

- a) Non-owned or hired vehicle – A vehicle not owned by the County that is being used for county business, MCIT provides hired and Non-Owned auto liability coverage on an excess basis. The primary liability coverage follows the vehicle. MCIT provides no physical damage coverage for hired and non-owned vehicles.

Additionally, all out-of-state travel requires County Board approval, prior to attendance and payment.

**(f) FUNDS AVAILABLE**

The Department Head is responsible to see that funds are available to pay for all expenses that they approve.

**(g) BILLING**

Whenever possible, employees will make travel and accommodation arrangements in advance and request that the County be billed. All authorized travel expenses, which are not billed directly to the County, are paid by the employee subject to reimbursement upon approval of a travel expense claim. All employee claims subject to reimbursement should not reflect personal account numbers. Receipts will be required.

**(h) TRAVEL GUIDELINES**

County vehicles are for the exclusive use of employees and other individuals involved in County business.

The County Board reimburses employees for traveling on official County business with a private automobile at the set mileage rate. Mileage is paid on the most reasonable direct route.

County vehicles and equipment are to be used for County related business only. However, assigned County vehicles may be used to a limited extent for the conduct of personal business when traveling out of town.

When traveling from the normal work location and then returning to it, the mileage allowance is the actual miles traveled.

When traveling to an alternate work site the County will reimburse mileage at the current rate per mile for actual miles incurred between the employee's residence and the alternate work site or from the normal work site to the alternate work site, whichever is the lesser of the two.

The normal work location for employees assigned to multiple work locations is the work location scheduled for the day on which the expense was incurred.

When an employee is required to attend a County approved work-related training session or conference during regular working hours, the employee shall be compensated for all hours of actual participation in the training session or conference, except meal periods and rest or sleep periods. The employee shall also be compensated for travel time and mileage to and from the conference or training session in excess of time and mileage to the employee's usual work site. If an employee uses a County vehicle or car pools with another conference participant, actual travel compensation shall exclude mileage.

When using a County vehicle, seat belts will be worn at all times and all laws followed.

No operation of County vehicles after consumption of alcohol.

No tobacco use is allowed in any County vehicle.

**(i) REIMBURSEMENTS**

The amount of compensation to be paid for mileage reimbursement shall be consistent with the current rate set by the ~~IRS~~ County Board of Commissioners.

Reimbursement for extended travel is paid on the basis of the prevailing mileage allowance rate or tourist air fares, whichever is less. When personal vehicles are used for extended travel not available by commercial transportation, travel reimbursement is made on an actual mileage basis. This excludes mileage for personal use. When two or more employees are traveling in one car, reimbursement is made to one employee.

Reimbursement for out-of-County meals, lodging, parking and other related County expenses will occur only upon submittal of receipts. Non-overnight meal expense reimbursement will be subject to Internal Revenue Service tax deduction.

Employees using private automobiles are reimbursed on the actual expense basis for parking when that parking is related to County business at other than your normal location. Receipts for such payments must be submitted with the expense reimbursement request.

Travel costs in a personal vehicle will not be reimbursed when a County owned vehicle is available for use.

**(j) AIRLINE TRAVEL**

Any Todd County employee or elected official who uses airline travel for County business must report the receipt of any credits or other benefits to the County by notifying the Auditor's Office within 30 days of receipt of any such benefits or credit. Any employee or elected official may accrue credits or other benefits to be used by the individual for additional airline travel for County business only. Credits or other benefits accrued to an employee or elected official who uses airline travel for County business cannot be used for personal gain.

**(k) TRAVEL TIME**

County employees may be authorized time for travel the day prior to and/or the day following the convention or meeting date(s) when extended travel is required by the Department Head.

**(l) TRAVEL EXPENSES**

Expense claim sheets must be prepared after return from travel and presented to the responsible authority for approval within 90 days. The claims shall be presented to the County Board for approval at County Board meetings in a manner and form as approved by the County Board.

If an employee's family members accompany them on County business trips, the portion of the expenses attributable to the family member(s) is not reimbursable.

**(m) LIABILITY INSURANCE/DRIVER'S LICENSE**

Employees shall not drive vehicles on County business without a valid Minnesota driver's license of the appropriate classification. Driving records of County employees who use vehicles for County business may be checked on an annual basis.

It is the employee's responsibility to notify his/her supervisor if their license has been revoked or if there is any other reason why they cannot drive a vehicle.

Employees are required to have liability insurance in effect on all personal vehicles used for County purposes or while performing County business. The County may at any time require proof of such insurance.

**(n) COUNTY CAR POOL**

The County Board will fund and maintain a county car pool. The vehicles in this pool are to be the primary source of transportation for County Employees while on approved County business.

The County Administrator is responsible for establishing and administering for the operations of the County Car Pool within the parameters of this policy, including:

- 1) Purchasing vehicles within the budget parameters set by the County Board and in accordance with approved capital improvement plans
- 2) Scheduling of vehicles for use by employees, staging and parking vehicles, location and security of keys, accessing vehicles before and after hours and tracking vehicle use and mileage
- 3) Maintenance schedules, planning and execution including agreement with a contractor for services
- 4) Cross checking records to ensure that the provisions of 7.01(i) are adhered to including processing mileage submissions prior to submission to the County Board for warrant approval
- 5) Determining which departments will be billed by the County Car Pool for use of vehicles

The Public Works department will maintain a fleet of vehicles independent of the County Car pool, but the provisions of 7.01(i) will still apply.

The Sheriff's Department will maintain a fleet of vehicles independent of the County Car pool but the provisions of 7.01(i) will still apply.

Specific Exemptions from this policy are:

- 1) Home Health Aides Homemakers employed by the Public Health Department
- 2) County Commissioners

The County will continue to pay mileage for non-employees in certain situations as it applies such as contracted drivers, and committee members to whom mileage has typically been paid.

Employees who work on weekends may be exempted from this policy after review of the work assignment by a supervisor. The County Administrator shall review weekend exemptions.

The County Administrator is responsible to resolve issues and problems arising with the administration of this policy and is empowered under this and other applicable provisions to make reasonable accommodations required to enact the direction of the County Board.