

RESOLUTION K. A RESOLUTION TO APPROVE COMPREHENSIVE
TRAVEL REGULATIONS FOR ELECTED OFFICIALS, DEPARTMENT HEADS,
AND EMPLOYEES OF GREENE COUNTY GOVERNMENT

A motion was made by Commissioner Clemmer and seconded by Commissioner Quillen to approve a resolution to approve Comprehensive Travel Regulations for elected officials, department heads, and employees of Greene County Government.

Mayor Crum called the Commissioners to vote on their keypads. The following vote was taken: Commissioners Arrowood, Carpenter, Clemmer, Cobble, Collins, Jennings, Kesterson, McAmis, Neas, Parton, Patterson, Peters, Quillen, Randolph, Shelton, Tucker, Waddell, Waddle, and White voted yes. Commissioners Burkey and Miller were absent. The vote was 19 – aye; 0 – nay; and 2 – absent. The motion to approve the resolution passed.

RESOLUTION TO APPROVE COMPREHENSIVE TRAVEL REGULATIONS FOR ELECTED OFFICIALS, DEPARTMENT HEADS AND EMPLOYEES OF GREENE COUNTY GOVERNMENT

This Resolution amends and supersedes in its entirety all Resolutions or Regulations concerning travel by Greene County Employees within all Greene County Departments.

WHEREAS, the Greene County Legislative Body previously had adopted a Comprehensive Travel Policy dated July 1, 2003 for reimbursement of employees for expenses incurred to carry out their assigned duties; and

WHEREAS, the Personnel Policies Committee for Greene County has carefully reviewed the current travel policy for County employees, office holders, department heads, and other members of County Government and desire to create an updated Comprehensive Travel Policy (attached as Exhibit "A" titled, "Greene County, Tennessee Comprehensive Travel Policy; and

WHEREAS, it appears that in fairness to the County and to the employees of Greene County covered under said Comprehensive Travel Policy that the proposed updated Comprehensive Travel Policy is fair and necessary to reimburse each employee for necessary travel in their service for Greene County reducing the financial burden on employees and that the approval of the updated Greene County, Tennessee Comprehensive Travel Policy is in the best interests of the citizens of Greene County.

NOW, THEREFORE, BE IT RESOLVED by the Greene County Legislative Body meeting in regular session on September 19, 2016, a quorum being present and a majority voting in the affirmative, that the updated Comprehensive Travel Policy (Exhibit "A") for officers and employees of County Government for Greene County, Tennessee is approved and that the approved Comprehensive Travel Policy shall be included in the personnel policy for

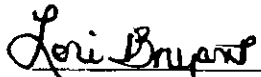
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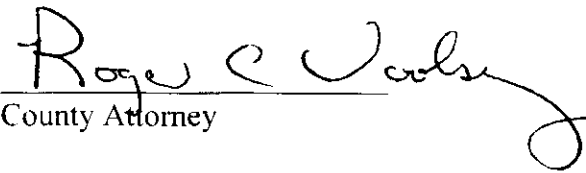
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each department of County government and spread upon the minutes of the County Legislative
Body Record.

Personnel Policies Committee
Sponsor


County Mayor


County Clerk


County Attorney

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GREENE COUNTY, TENNESSEE

COMPREHENSIVE TRAVEL POLICY
AUGUST 31, 2016

INTRODUCTION

1. It is the intent of these regulations that employees not suffer additional cost as a result of travel incurred to carry out assigned duties. Employees shall be reimbursed for such expenses subject to the limitations provided in this travel policy.
2. When traveling, county employees should be conservative as circumstances permit. The lower cost should be selected whenever practical. Reimbursement for travel will be based upon the most direct or expeditious route possible. Employees traveling by an indirect route must assume any extra expense incurred. In addition, employees should utilize county vehicles when possible and ride sharing. It is the responsibility of the employee to be familiar with and adhere to established county travel policies. Deliberate disregard of these regulations while traveling on county business or filing of an intentionally misleading or fraudulent travel claim, are ground for disciplinary action including termination of employment.
3. The County Commission will establish the County Travel Policy.

TRAVEL AUTHORIZATION

4. Travel may not be undertaken unless it is authorized in advance by proper authority and within the department's budget. Approved county travel is the basis for reimbursement in accordance with these provisions. The employee is considered to be on official travel status, and eligible for reimbursement, at the time of departure from his/her official station or residence, whichever is applicable.
5. The department head is authorized to approve all travel for county business, including registration fees for conferences, conventions, seminars, etc. (including the cost of official banquets and/or luncheons), as long as the amounts are within their budget.

OFFICIAL STATION

6. The department head is responsible for establishing the official station of the employee. This is typically the location from which the employee performs the major portion of his/her assigned duties. The workstation closest to an employee's residence should be designated as the official station for employees with multiple workstations. If an employee works predominately from a home residence and reports to an office or other station less than twice a week, the employee's official station should be the home residence.
7. The residence of the employee usually becomes the official station for an employee required to be on call at times other than the employee's normal working hours (i.e. nights or weekends). Employees working overtime on weekends are not normally eligible for reimbursement.
8. In the event that an employee is temporarily reassigned to a work location other than his/her usual official station, that location shall become the employee's official station. The employee will not be eligible for reimbursement unless he/she can demonstrate that by commuting to the temporary location he/she has incurred additional expense over the cost of the commute to his/her usual official station.

REIMBURSEMENT PROCEDURES

9. Employees shall submit claims for reimbursement for travel expense no later than thirty (30) days after completion of travel. Departments and agencies can more effectively approve travel when timely claims are submitted. Departments and agencies should review and submit claims to the Department of Accounts and Budgets as rapidly as possible to ensure prompt payment to their employees. Any claims not submitted within thirty (30) days will not be honored, without the approval of the Budget and Finance Committee.
10. All written signatures on the travel claim must be original.

TRAVEL ADVANCES

11. Travel advances are subject to the approval of the department head.

TAXI FARES – AIRPORT TRANSPORTATION

12. Reasonable taxi fares are allowed from airports. A receipt is required for reimbursement of reasonable taxi fares.

TRAVEL – COUNTY OWNED AUTOMOBILE

13. County owned vehicles should be used only for official business. Only properly authorized County employees may operate a Motor Vehicle. Individuals must possess a valid driver's license for the type of vehicle being operated.
14. Emergency out of pocket expenses such as gasoline, oil or other services and emergency repairs will be reimbursed but must be accompanied by proper receipt identifying the automobile and itemizing the services. Such expenditures must be of an emergency nature where immediate service is required.

TRAVEL – PERSONALLY OWNED AUTOMOBILE

15. Department head authorization is required for the use of personally owned automobiles in the daily performance of duties. Unnecessary expenses, which result from the use of an automobile for reasons of personal convenience, will not be allowed.
16. Reimbursement for the use of personally owned cars is at IRS mileage rate. Reasonable tolls and ferry fees will be allowed when necessary; a receipt is required for reimbursement if possible.
17. Only mileage on official county business may be claimed for reimbursement. Mileage as shown by credible mapping service or Rand-McNally mapping for routes will be regarded as official. Reasonable vicinity mileage will be allowed. It is the responsibility of the traveler to provide adequate insurance to hold harmless the County for any liability from the use of a private vehicle.
18. Procedures for calculating mileage are based on the fact that the County is prohibited from reimbursing employees for normal commuting mileage.
 - a) If an employee begins or ends a trip at his/her official station, reimbursable mileage will be the mileage from the official station to the destination.
 - b) If work is performed by an employee in route to or from his/her official station, reimbursable mileage is computed by deducting the employee's normal commuting mileage from the actual mileage driven.
 - c) If an employee begins or ends his/her trip at his/her residence without stopping at his/her official station, reimbursable mileage will be the lessor of the mileage from the employee's residence to his/her destination or his/her official station to the destination. On weekends and holidays, the employee may typically be reimbursed for actual mileage from his/her residence to the destination.
 - d) If an employee travels between destinations without returning to his/her official station or his/her residence, reimbursable mileage is the actual mileage between those destinations.

AUTOMOBILE RENTAL

19. Advance authorization from the employing department head must be secured for automobile rental; verification of insurance, whether for in-state or out-of-state travel, is required.

PARKING

20. Charges for routine parking while on travel status will be reimbursed. Receipts are required.
21. Fines for traffic or parking violations will not be reimbursed by the County

LODGING

22. Lodging shall be reimbursed using most current GSA Federal per diem rates, conference rate hotel, or best available as determined by department head.

PER DIEM RATES FOR MEALS AND INCIDENTALS

23. Meals and incidentals will be considered for reimbursement using most current GSA Federal per diem rates. Receipt shall be turned in for meals. Alcoholic beverages will not be reimbursed.
24. Reimbursement for a single meal (or meals) for employees on one-day travel is not generally allowed. However, if it is infrequent in occurrence and with the department head's approval, it may be allowed. This also applies to the day of departure and the day of return.

TELECOMMUNICATION COSTS WHILE ON TRAVEL STATUS

25. Department heads may authorize an employee to use his personal cellular phone in conducting county business. Authorized employees shall be reimbursed for any additional cost incurred in using their personal cellular phones on official business, if the funds are available in their budget. An itemized statement indicating the date, name, location, and cost of each call plus billing statement indicating that additional cost was incurred above the standard monthly charge are required for reimbursement.

EXCEPTIONS

26. The Budget and Finance Committee, upon the recommendation of the finance director, shall have the authority to grant exception from any part or all of these rules and regulations when deemed appropriate for an employee or group of employees on official county travel. Approved exceptions other than those for individual trips shall be maintained in a central file by the Accounts and Budget Department. Policy exceptions, which have countywide implications, shall be approved by the County Commission.