

Staff Report

Subject: Updates to Travel, Employment and Board of Commissioners Expenses SOP 2.15
Author: Marie Todd for Sarah Mausolf, Director
Department: Human Resources and Risk Management
Meeting Date: April 1, 2025
Item Description: Consideration to approve the revisions to SOP Section 2.15 – Travel, Employment, and Board of Commissioners Expenses policy to ensure clarity and consistency in reimbursement and approval processes.

Summary Recommendation: Staff recommends approval of the revised policy updates to establish clear guidelines for travel and business-related expenses for employees, board members, and volunteers conducting official County business.

Executive Summary/Background: The Human Resources and Risk Management has revised Section 2.15 – Travel, Employment, and Board of Commissioners Expenses to improve the clarity and efficiency of travel and reimbursement policies. The updates establish standard procedures for per-diem reimbursements limits regarding meals. Notable changes include:

- If meals are provided by other parties arranged in advance (such as vendors, other municipalities, or organizations), the per diem allowance will be adjusted accordingly.
- Additionally, if the hotel provides a hot breakfast (not a continental breakfast) included with the cost of the room(s), the per diem will also be adjusted accordingly.
- Purchasing Cards (P-Cards) are not to be used for charging meals when traveling unless sponsoring a meal on behalf of the County.

These updates align with best practices to ensure transparency and fiscal responsibility in travel and business-related spending.

Alternatives for Commission to Consider:

1. Approve the updated SOP 2.15 Travel, Employment, and Board of Commissioners Expenses policy
2. Do Not Approve the updated SOP 2.15 Travel, Employment, and Board of Commissioners Expenses policy
3. Request modifications and direct staff accordingly

Recommended Alternative:

Staff recommends Alternative 1 – Approve the updated SOP 2.15 Travel, Employment, and Board of Commissioners Expenses policy

Other Alternatives: N/A

Department Review: Human Resources, County Manager

Funding Source: N/A

Attachments: Revised SOP 2.15 Travel, Employment, and Board of Commissioners Expenses policy