

## Staff Report

**Subject:** Approval of Update to HR SOP 2.15 Travel, Employment and Board of Commissioners Expenses, Section C. Guidelines, #3 Meals and Miscellaneous, #1 Per Diem Allowance.

**Author:** Sarah Mausolf, Director

**Department:** Human Resources and Risk Management

**Meeting Date:** October 17, 2023

**Item Description:** Request to approve an Update to HR SOP 2.15 Travel, Employment and Board of Commissioners Expenses, Section C. Guidelines, #3 Meals and Miscellaneous, #1 Per Diem Allowance.

### Summary Recommendation

After conducting a BOC Workshop (Tuesday, 6/20/2023) and further discussion at the BOC Retreat (Saturday, 8/26/2023), staff recommends updating HR SOP 2.15 Travel, Employment and Board of Commissioners Expenses, Section C. Guidelines, #3 Meals and Miscellaneous, #1 Per Diem Allowance.

1. *Per Diem* allowance – Expenses shall be paid/reimbursed based on Per Diem Rates determined through the U.S. General Services Administration (GSA) Website (<https://www.gsa.gov/travel/plan-book/per-diem-rates>). Partial days shall be prorated on this website as well. If travel is required before 7 a.m., then breakfast will be paid; if travel is required after 7 p.m., then dinner will be paid. If policies herein prove inadequate, then flexibility can be permitted, but only upon the specific advance approval of the County Manager or Chairman.
  - Using the GSA website allows us to remain in compliance with IRS Guidelines.
  - The GSA website automatically updates every six months.

### Alternatives

1. Recommend approval of Update to HR SOP 2.15 Travel, Employment, and Board of Commissioners Expenses, Section C. Guidelines, #3 Meals and Miscellaneous, #1 Per Diem Allowance.
2. Disapprove and provide staff with guidance on how to proceed.

**Other Alternatives:** None

**Department Review:** County Manager, Finance, and Human Resources.

**Funding Source:** No impact.

**Attachment:** Current HR SOP 2.15  
Updated HR SOP 2.15 Draft  
Sample: Springfield, GA October 2023 Per Diem Rates