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ORDINANCE # 090500E

AMENDMENT TO THE FULTON COUNTY
PERSONNEL POLICIES

The Fulton County Personnel Policies as adopted are hereby amended as follows:

3-4 REIMBURSEMENT OF EMPLOYEE EXPENSES.

In some cases a County Employee will incur expenses in the course of conducting County business or engaging in activities which are of benefit to the County. Legitimate expenses incurred by individuals which are required to conduct County Business will be reimbursed subject to approval and appropriate documentation being submitted. In these cases, the following provisions apply:

- A. Expense Must be Budgeted or Approved. In all cases, the expense for which an employee seeks reimbursement must have been budgeted or else specifically approved by the County Council. Expenses not budgeted or approved may not be reimbursed.
- B. Job Related Training. In cases where an employee receives Job-related training, and especially in cases where the training received is required for the performance of job duties, the County may provide either partial or full reimbursement for expenses incurred during the training. A request for reimbursement must be submitted to the Board of Commissioners for approval prior to the training. If granted, reimbursement generally will be withheld pending notice that the course of training was successfully completed.

In order to protect its investment, the County may require continued employment as a condition of reimbursement when an employee's education substantially increases the employee's qualifications.

- C. Employee Travel.
 - 1. Out-of-State Travel. Reimbursement for out-of-state travel and subsistence other than that necessary as a part of the routine operation of a County Department must have prior approval from the Board of Commissioners. This requirement applies whether the anticipated expenses are budgeted or not. An example of an activity requiring prior approval would be a special out-of-state seminar or convention. An example of an activity not requiring prior approval would be a prisoner transfer or a brief investigating trip by the Sheriff's Department involving a neighboring state.

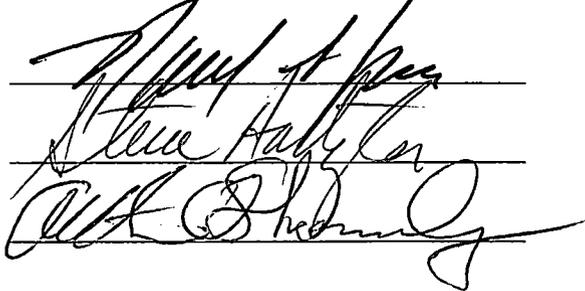
- public transportation.
- D. Necessary parking and storage fees.
- E. Actual meal expenses not to exceed \$6.00 breakfast, \$9.00 lunch, and \$15.00 dinner plus gratuities not to exceed 15%. Documentation is required.
- F. Business related telephone calls. Documentation is required.
- G. Other necessary expenses with approval of County Commissioners.

Meal expenses are not allowed for meals during normal duty hours for routine employee duties requiring travel.

- D. Mileage Rate. Employees who are reimbursed for mileage accumulated in the course of conducting County Business shall receive reimbursement at the rate determined by the Board of Commissioners or at a rate equivalent to that received by state employees.
- E. Other Expenses. Other expenses incurred by County employees will be reimbursed only if approved by the Board of Commissioners. Employees should submit their requests within a reasonable time before the expense is incurred. Such requests will be dealt with on a case by case basis.

Passed and adopted by the Board of Commissioners of the County of Fulton this 18, day of Sept, 2000.

FULTON COUNTY BOARD OF COMMISSIONERS



ATTEST:



FULTON COUNTY AUDITOR

1. State Called Meetings. (I.e., called by Statute or State Board of Accounts; does not include AIC or other association Meetings.) The County will reimburse for State called meetings for:
 - A. Reasonable hotel/motel accommodations based on double occupancy where possible.
 - B. State rate for mileage for using privately owned vehicle in lieu of public transportation. (Usually, one individual per office may claim mileage.)
 - C. Thirty Dollars (\$30.00) paid per individual attending meetings. This covers meals, parking, incidentals, gratuities, etc. Expenses exceeding \$30.00 per day are not reimbursed. Receipts must be submitted.

2. Other Necessary Meetings. An employee on authorized official County Business requiring overnight accommodations will be reimbursed for:
 - A. Reasonable hotel/motel accommodations.
 - B. Bus, taxi, and airport limousine transportation, including gratuity not to exceed 15%
 - C. Air, rail or bus tickets at lowest possible fare.
 - D. State rate for mileage for using privately owned vehicle in lieu of public transportation.
 - E. Per diem of Thirty Dollars (\$30.00) for each full day of County Business in travel status. Per diem covers meals, incidentals, gratuities, etc. Expenses exceeding \$30.00 per day are not reimbursed.
 - F. For periods of less than a full day an employee may claim \$6.00 for breakfast, \$9.00 for lunch and \$15.00 for dinner if County Business requires the meal away from home in the performance of duties.
 - G. Parking. Reasonable parking costs will be reimbursed with receipts.

Overnight accommodation and per diem expenses are not allowed for meetings within 50 miles of Rochester unless authorized by the County Commissioners. (Excluding Statutorily Mandated expenses.)

An employee on authorized official County Business attending a meeting not requiring overnight accommodations will be reimbursed for:

- A. Bus, taxi, and airport limousine transportation, including gratuity not to exceed 15%
- B. Air, rail or bus tickets at lowest possible fare.
- C. State rate for mileage for using privately owned vehicle in lieu of