

PERSONNEL COMMITTEE

****Start Time Immediately Following Finance Committee****

7/20/2016

304 E Grand River, Conference Room 4A, Howell, Michigan 48843

8:00 AM

AGENDA

- 1. CALL MEETING TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. CALL TO THE PUBLIC**
- 4. APPROVAL OF MINUTES**
 - Meeting Minutes Dated: June 15, 2016
 - Closed Meeting Minutes Dated: June 15, 2016
- 5. TABLED ITEMS FROM PREVIOUS MEETINGS**
- 6. REPORTS**
- 7. RESOLUTIONS FOR CONSIDERATION**

08 Administration
RESOLUTION TO AMEND THE COUNTY BUSINESS EXPENSE
REIMBURSEMENT POLICY FOR LIVINGSTON COUNTY – COUNTY
ADMINISTRATION / PERSONNEL / FINANCE / BOARD

- 9. CLOSED SESSION**
 - Labor Relations Update
- 10. ADJOURNMENT**

MEETING MINUTES

LIVINGSTON COUNTY

JUNE 15, 2016 – 8:00 A.M.

ADMINISTRATION BUILDING – CONFERENCE ROOM 4A
304 E. Grand River Avenue, Howell, MI 48843

PERSONNEL SUBCOMMITTEE MEETING

COMM. VANHOUTEN COMM. GRIFFITH COMM. LAWRENCE COMM. GREEN

DIANNE McCORMICK, MATT BOLANG, JENNIFER PALMBOS, KEN HINTON, TERRY LEE

1. **CALL TO ORDER:** Meeting called to order by: Comm. VanHouten at 8:00 am.
2. **APPROVAL OF AGENDA:**

MOTION TO APPROVE THE AGENDA
MOVED BY: LAWRENCE / SECONDED BY: GREEN
ALL IN FAVOR - MOTION PASSED
3. **CALL TO THE PUBLIC:** None.
4. **APPROVAL OF MEETING MINUTES of May 18, 2016 and Closed Session Minutes of May 18, 2016:**

MOTION TO APPROVE THE MINUTES OF MAY 18, 2016 AND
CLOSED SESSION MINUTES OF MAY 18, 2016
MOVED BY: LAWRENCE / SECONDED BY: GREEN
ALL IN FAVOR – MOTION PASSED
5. **TABLED ITEMS FROM PREVIOUS MEETING:** None.
6. **REPORTS:** Quarterly Status of Temporary Employees was reviewed.
7. **RESOLUTIONS FOR CONSIDERATION:**
8. **HUMAN RESOURCES:** Resolution Approving Public Health Sanitarian Special Pay

MOTION TO APPROVE THE ABOVE RESOLUTION AND
MOVE FORWARD TO FINANCE COMMITTEE
MOVED BY GRIFFITH / SECONDED BY GREEN
ALL IN FAVOR – MOTION PASSED

9. CLOSED SESSION:

<p>ROLL CALL TO GO INTO CLOSED SESSION AT: 8:17 AM K. LAWRENCE – YES R. VANHOUTEN – YES B. GREEN – YES C. GRIFFITH – YES MOTION PASSED</p>
<p>RETURN TO OPEN SESSION AT: 8:25 AM MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH</p>

10. ADJOURNMENT

<p>MOTIONED BY LAWRENCE / SECONDED BY GRIFFITH TO ADJOURN AT 8:25 AM ALL IN FAVOR – MOTION PASSED</p>
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Respectfully Submitted,

TERRY LEE
HR COORDINATOR

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO AMEND THE COUNTY BUSINESS EXPENSE REIMBURSEMENT POLICY FOR LIVINGSTON COUNTY – COUNTY ADMINISTRATION / PERSONNEL / FINANCE / BOARD

WHEREAS, Livingston County adopted a County Business Expense Reimbursement Policy in 2011 and revised it in April of 2014; and

WHEREAS, the amendment to the policy in 2014 eliminated the requirement for the Board to authorize out of state travel expenses incurred while on official County business; and

WHEREAS, after reviewing the policy it was determined that there were other areas that needed to be updated and areas that needed clarification; and

WHEREAS, effective upon approval of this resolution the following is a list of the major changes or additions will be incorporated into the policy:

- Approval of transportation costs (air, rail, boat, or car) for employees will be approved by Department Director or Elected Official prior to booking or purchase. The County Administrator will approve the Department Directors transportation costs prior to booking or purchase.
- Business Expense Form will be entered into MUNIS and approved via electronic workflow
- Training and Conferences will now be referred to as Professional Development to avoid confusion
- Out-of-state Professional Development must meet specific criteria and shall only be allowable for specialized courses not available in-state
- Professional Development is available to all employees as authorized by the Department Director
- County Administration will prepare a report to present to the Commissioners in April of each year listing all persons who attended out of state travel in the preceding year along with all costs associated with that travel and other pertinent information
- Meals reimbursed for business conducted outside of the County have been modified as follows:
 - Breakfast \$10 (remains unchanged)
 - Lunch \$15 (previously \$10)
 - Dinner \$25 (previously \$20)
- Directors may approve a combined maximum of \$50 per day for those full day or overnight out-of-county professional development courses

WHEREAS, County Administration is responsible for the administration of this policy and Elected Officials and/or Department Directors are responsible for ensuring the requests for county business expense reimbursements for their employees were incurred while on official County business.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby adopts the County Business Expense Reimbursement Policy, as amended and attached, to be effective with the approval of this resolution.

#

MOVED:
SECONDED:
CARRIED:

LIVINGSTON COUNTY COUNTY BUSINESS EXPENSE REIMBURSEMENT POLICY

RESOLUTION #2015-04-100

LIVINGSTON COUNTY, MICHIGAN

APPROVED: 4/27/15

RESOLUTION #2011-12-344

LIVINGSTON COUNTY, MICHIGAN

APPROVED: 12/19/11

PURPOSE

The purpose of this policy is to establish a uniform procedure to reimburse Livingston County employees and Elected Officials for business expenses while on official County business.

APPLICATION OF POLICY

The Business Expense Reimbursement Policy applies to all Livingston County employees and Elected Officials who incur expenses while on authorized County business.

AUTHORIZATION

1. The Livingston County Board of Commissioners authorizes the Business Expense Reimbursement Policy.
2. County Administration, or its designee, is responsible for administration of this policy.
3. Elected Officials, Department Directors, and immediate supervisors are responsible for ensuring the request is for business expense reimbursement only as allowed under this policy and certify so by approving the employee's reimbursement request. Failure to comply with the policy regarding submission of allowable expenses can result in the claim being adjusted or disallowed by the Board of Commissioners, and the claim not being paid by the County.

APPROVAL PROCESS

1. All reimbursement for business expenses must be submitted on the standard County Expense Reimbursement Form. The form must be properly completed and submitted within 60 days of expense by the employee and approved by the employee's immediate Supervisor, Department Director, or Elected Official.
2. The employee's immediate Supervisor shall review the Expense Reimbursement Form for verification of allowable expenses and accuracy, indicating their approval by signing said form or approving via electronic workflow in MUNIS

PROFESSIONAL DEVELOPMENT

Professional development, as defined in this policy, is a gathering of professionals sharing a common position, expertise and/or authority who meet to discuss current issues within a specific discipline/field and who attend sessions designed to update the participant's knowledge in the various facets of a particular discipline/field. Conferences or training attended for professional development shall be job-related and beneficial to the County.

The County recognizes the value in maintaining employees who are well trained in the particular knowledge, skills, and abilities needed to use the equipment, techniques and procedures to accomplish their assigned tasks. It is understood that professional development sessions are generally of a one (1) or two (2) day duration, are held within the State of Michigan, and are designed to teach a specific skill, technique and/or application. Professional development courses must meet one of the following criteria: be specialized, provide the participant with a certificate of completion, offer continuing professional education (CPE) credits, or be geared toward a job-related professional level certification which shall be presented to the Department Director or designated person within the employee's department to verify successful completion of the training.

It is the responsibility of each Elected Official and Department Director to review, authorize, and manage employee professional development opportunities they deem beneficial within their approved annual allocation. Out of state professional development is only allowed for specialized courses not available in state. Approval to attend professional development opportunities that were not planned for in the budget process are within the department directors discretion contingent on sufficient funding being available in the appropriate travel line item. Increases to a department's original approved budget allocation for out of state travel will require Board authorization. The Courts will be authorized to transfer between Court authority org and object codes within a fund provided it results in a net zero effect on the Court authority's bottom line budget.

County Administration will prepare an overnight out-of-state travel report to present to the Board of Commissioners at the first Finance Committee meeting in April of each year. The report will list each person who received compensation and/or reimbursement for travel outside of the state during the preceding fiscal year. The list will include the name of the employee, department, destination, reason for travel, dates of travel, mode of transportation, funding source, and the total cost to the County.

ALLOWABLE EXPENDITURES

ACCOMMODATIONS

Reimbursement may be made for actual expenditures for overnight accommodations while on official business, subject to the following restrictions and limitations:

If the destination is more than 100 miles from the normal work location, and if the individual must be at the destination at or before 9:00 a.m., an employee may elect to stay overnight the preceding calendar day.

If official business terminates after 5:00 p.m. EST and the location is more than 100 miles from the normal work location, the official or employee may remain overnight and commence travel the following morning.

If the temporary work location is more than 50 miles from the normal work location and the duration is more than one day, the night between such workdays may be spent in the immediate vicinity and reimbursement claimed for the cost of lodging.

Reimbursement shall be limited to the cost of a single room at prevailing rates for accommodations normally used in business.

If a double room is shared with a County Official or employee, each may claim reimbursement for one-half (1/2) the rate.

If a double room is shared with a non-employee or an employee not of the specific department and not attending the conference/training, reimbursement may be claimed for the amount equal to the rate for a single occupancy accommodation.

MEALS

The County will reimburse an employee for meals while on approved business that is conducted outside of the county. Itemized receipts are required. Reimbursements must be for the County employee only and incurred expenses should be reasonable. Alcoholic beverages are not an allowable expense. The amount shall be based upon the actual amount spent up to a maximum of \$50 per day. If the site is in a federally recognized high cost area, per IRS Publication 1542, the amounts may exceed the \$50/day maximum but are still expected to be reasonable. Actual reimbursements deemed to be excessive may be brought to the Board of Commissioner's attention and require Department Director to justify his/her authorization of submitted expense.

For those conference or training sessions which do not require overnight accommodations, the following maximums apply:

BREAKFAST	\$10.00
LUNCH	\$15.00
DINNER	\$25.00

For those conferences or training sessions that require overnight accommodations, the above maximums apply. However, under certain circumstances and with prior Department Directors approval, reimbursement may be based upon the actual amount spent for each meal up to a combined maximum of \$50 per day, or actuals if deemed a high cost area.

FOOD SERVICES/TIPS

The maximum allowable tip for meals is up to 15% of the actual meal cost, excluding alcoholic beverages. Total cost of the meal **and tip** must be within the meal guidelines listed above.

If meals are included with registration, corresponding meals are not reimbursable.

Actual itemized receipts must be included with the travel reimbursement request form and submitted for reimbursement within sixty (60) days of the employee's return.

TRANSPORTATION

The expense of traveling by public carrier (rail, airplane, boat) will be allowed on the basis of actual cost. Employees traveling will be required to have approval of total cost of transportation by Department Director prior to booking/purchase. Department Directors traveling shall have approval of County Administrator prior to booking/purchase of tickets. All travelers are expected to travel by the most economical mode of transportation. Transportation expense in excess of the cost of coach-class air fare will not be allowed unless justification therefore is given and the approval of the Administrator and/or the Administrator's designee is obtained before leaving on the proposed trip. The cost for luggage on the public carrier will be reimbursed.

In the event that an employee uses a personal vehicle for travel in lieu of air transportation, business expenses reimbursement shall be at the prevailing Board approved County mileage rate or union contract rate and shall not exceed rate for commercial coach air travel.

When an employee uses a personal vehicle for day to day business travel to/from business locations, mileage expense reimbursement shall be at the prevailing Board approved County mileage or union contract mileage rate.

Reimbursement for parking fees is allowed with original dated receipts.

If the employee is directed to return to his/her work site after conducting official County business, the employee shall be paid for the return trip back to the work site. Work site shall be defined as the County Department office which is considered the employee's main assignment.

If an employee is permitted to begin business travel from his/her residence, the amount of mileage claimed should be the mileage driven in excess of that which is ordinarily incurred during the daily commute to ones' main work site.

Example: Employee attends a meeting in Ann Arbor which is 30 miles from home. Drives to work after the meeting, which is another 30 miles. Normal drive to work is 20 miles. Employee would claim 40 miles, not actual extra miles driven.

$(30 + 30 = 60 - 20 = 40 \text{ miles})$

Mileage for employees and elected officials, excluding Board of Commissioners to and from all meetings, (See MCL 46.52 and 46.62) shall **not** be paid for regular commuting miles from home to work or work to home. Employees who are required to travel on County business are only to request mileage for travel other than what would be considered their normal commute from home. Mileage to County Commissioners must be included on their W-2 as taxable income.

An employee who is "called back" during off duty hours to work site shall not be paid for mileage traveled except in case of emergency as determined by the department director.

MISCELLANEOUS

Miscellaneous expenses incidental to official County travel shall be held to the minimum amount required for essential and efficient conduct of County business. The department head or his/her

authorized representative approving the travel voucher will be held responsible for their certification for all items of expense as being necessary, reasonable and correct.

The following miscellaneous items are reimbursable with appropriate receipts:

1. Registration Fees: Enrollment or registration fees for conventions and meetings, associations or organizations are allowable for individuals attending as official representatives of the County. Receipts must be attached to the voucher. **Registration literature must be attached.** If meals are included in the registration fee, corresponding meals are not reimbursable.
2. Parking Fees: Reimbursement for parking fees is allowable, with receipts.
3. Taxi Cab: Necessary taxi cab fares will be allowed with receipts.
4. Car Rental: Allowable only if: (a) **approved in advance** of travel by the County Administrator or the County Administrator's designee, (b) it is more advantageous for County business and (3) more economical than some other mode of transportation. Explanation and receipt are required.
5. Personal Expenses: The County will not reimburse for the following: fees and tips for valets, flight insurance, housekeeping/maid service, alcoholic beverages, cleaning and pressing clothing, renting movies, snacks and similar personal expenses.
6. Baggage Fees: Travelers will be reimbursed for one bag with appropriate receipts.
7. Toll Bridge, Toll Road, and Ferry Boat Expenses: Toll bridge, toll road and ferry boat expenses are allowed with receipts.
8. Unforeseen expenses incurred due to inclement weather will be evaluated on a case by case basis.

Any request for variation and/or exception to this Policy shall require approval from the Livingston County Board of Commissioners. It's the prudent responsibility of each Elected Official and Department Director to authorize only such conferences and training as is funded in the specific Department annual budget. If any provision of this Policy conflicts with a union contract, the union contract shall prevail for that union employee. The Livingston County Board of Commissioners may amend, modify, or delete all or any portion of this Policy at any time. This Policy replaces all other existing policies on this matter.

EXPENSE REIMBURSEMENT FORM shall include the following: travel dates, starting address, destination address, purpose of travel, and verification of the availability of funds in the applicable Department's budget. Odometer readings or documentation from an online mapping program showing the beginning and ending destination points may be included with the Expense Reimbursement Form.

Receipts must be taped to an 8.5 x 11 sheet of paper prior to submittal.

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ADOPTED	#2011-12-344	12/19/11
AMENDED	#2015-04-100	4/27/15

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LIVINGSTON COUNTY COUNTY BUSINESS EXPENSE REIMBURSEMENT POLICY

RESOLUTION #2015-04-100

LIVINGSTON COUNTY, MICHIGAN

APPROVED: 4/27/15

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2. The employee's immediate Supervisor shall review the Expense Reimbursement Form for verification of allowable expenses and accuracy, indicating their approval by signing said form or approving via electronic workflow in MUNIS

CONFERENCES & TRAINING PROFESSIONAL DEVELOPMENT

~~A professional conference development, as defined in this policy, is a gathering of professionals sharing a common position, expertise and/or authority who meet to discuss current issues within a specific discipline/field and who attend sessions designed to update the participant's knowledge in the various facets of a particular discipline/field. The conference Conferences or training attended for professional development shall be job-related and beneficial to the County.~~

~~Each appointed Department Director shall be eligible to attend one (1) national conference per year. The national conference shall be located within the continental United States. This limitation shall apply regardless of the specific Department's funding source available for the conference.~~

~~Each appointed Deputy or Assistant shall be extended the opportunity to attend one (1) in-state conference annually. Any additional conferences must get approval from Board of Commissioners.~~

~~An appointed Department Director may choose, at his/her own discretion, to extend the offer to attend a national conference in a given year to the appointed Deputy or Assistant in lieu of the Department Head exercising his/her privilege that year.~~

TRAINING

The County recognizes the value in maintaining employees who are well trained in the particular knowledge, skills, and abilities needed to use the equipment, techniques and procedures ~~accomplish to accomplishing~~ their assigned tasks. ~~Training, as opposed to conferences, shall be available to all employees as authorized by the Director of the Department.~~ It is understood that professional development training sessions are generally of a one (1) or two (2) day duration, are held within the State of Michigan, and are designed to teach a specific skill, technique and/or application. ~~Almost all training will~~ Professional development courses must meet one of the following criteria: Training attended must be specialized, provide the participant with a certificate of ~~achievement or acknowledgement of participation~~ completion, offer continuing professional education (CPE) credits, or be geared toward a job-related professional level certification which shall be presented to the Department ~~Head~~ Director or designated person within the employee's department to verify successful completion of the training. ~~The training shall be job-related and beneficial to the County.~~

It is the responsibility of each Elected Official and Department Director to review, authorize, and manage employee professional development opportunities they deem beneficial within their approved annual allocation. Out of state professional development is only allowed for specialized courses not available in state. Approval to attend professional development opportunities that were not planned for in the budget process are within the department directors discretion contingent on sufficient funding being available in the appropriate travel line item. Increases to a department's original approved budget allocation for out of state travel will require Board authorization. The Courts will be authorized to transfer between Court authority org and object codes within a fund provided it results in a net zero effect on the Court authority's bottom line budget.

County Administration will prepare an overnight ~~ou~~out-of-state travel report to present to the Board of Commissioners at the first Finance Committee meeting in April of each year. The

[report will list each person who received compensation and/or reimbursement for travel outside of the state during the preceding fiscal year. The list will include the name of the employee, department, destination, reason for travel, dates of travel, mode of transportation, funding source, and the total cost to the County.](#)

ALLOWABLE EXPENDITURES

ACCOMMODATIONS

Reimbursement may be made for actual expenditures for overnight accommodations while on official business, subject to the following restrictions and limitations:

If the destination is more than 100 miles from the normal work location, and if the individual must be at the destination at or before 9:00 a.m., an employee may elect to stay overnight the preceding calendar day.

If official business terminates after 5:00 p.m. EST and the location is more than 100 miles from the normal work location, the official or employee may remain overnight and commence travel the following morning.

If the temporary work location is more than 50 miles from the normal work location and the duration is more than one day, the night between such workdays may be spent in the immediate vicinity and reimbursement claimed for the cost of lodging.

Reimbursement shall be limited to the cost of a single room at prevailing rates for accommodations normally used in business.

If a double room is shared with a County Official or employee, each may claim reimbursement for one-half (½) the rate.

If a double room is shared with a non-employee or an employee not of the specific department and not attending the conference/training, reimbursement may be claimed for the amount equal to the rate for a single occupancy accommodation.

MEALS

The County will reimburse an employee for meals while on approved business [that is conducted outside of Countythe county](#). Itemized receipts are required. Reimbursements must be for the County employee only and incurred expenses should be reasonable. Alcoholic beverages are not an allowable expense. The amount shall be based upon the actual amount spent up to a maximum of ~~\$40.00~~\$50 per day. If the site is in a federally recognized high cost area, per IRS Publication 1542, ~~and approved by the Board of Commissioners~~[the amounts may exceed the \\$4050/day maximum but are still expected to be reasonable. Actual reimbursements deemed to be excessive may be brought to the Board of Commissioner's attention and require Department Director to justify his/her authorization of submitted expense.](#)

For those conference or training sessions which do not require overnight accommodations, the following maximums apply:

BREAKFAST \$10.00

LUNCH \$~~10~~15.00
DINNER \$~~20~~25.00

For those conferences or training sessions that require overnight accommodations, the above maximums apply. However, under certain circumstances and with prior Department [Directors](#) approval, reimbursement may be based upon the actual amount spent [for each meal](#) up to a [combined](#) maximum of \$~~40.00~~50 per day, [or actuals if deemed a high cost area](#).

FOOD SERVICES/TIPS

The maximum allowable tip for meals is up to 15% of the actual meal cost, excluding alcoholic beverages. Total cost of the meal **and tip** must be within the meal guidelines listed above.

If meals are included with registration, corresponding meals are not reimbursable.

Actual itemized receipts must be included with the travel reimbursement request form [and submitted for reimbursement](#) within sixty (60) days of the employee's return.

TRANSPORTATION

The expense of traveling by public carrier (rail, airplane, boat) will be allowed on the basis of actual cost. Employees traveling will be required to have approval of total cost of transportation by Department Director prior to booking/purchase. Department Directors traveling shall have approval of County Administrator prior to booking/purchase of tickets. All travelers are expected to travel by the most economical mode of transportation. Transportation expense in excess of the cost of coach-class air fare will not be allowed unless justification therefore is given and the approval of the Administrator and/or the Administrator's designee is obtained before leaving on the proposed trip. The cost for luggage on the public carrier will be reimbursed.

In the event that an employee uses a personal vehicle for travel in lieu of air transportation, business expenses reimbursement shall be at the prevailing Board approved County mileage rate or union contract rate and shall not exceed rate for commercial coach air travel.

When an employee uses a personal vehicle for day to day business travel to/from business locations, mileage expense reimbursement shall be at the prevailing Board approved County mileage or union contract mileage rate.

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(30 + 30 = 60 – 20 = 40 miles)

Mileage for employees and elected officials, excluding Board of Commissioners to and from all meetings, (See MCL 46.52 and 46.62) shall **not** be paid for regular commuting miles from home to work or work to home. Employees who are required to travel on County business are only to request mileage for travel other than what would be considered their normal commute from home. Mileage to County Commissioners must be included on their W-2 as taxable income.

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The following miscellaneous items are reimbursable with appropriate receipts:

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2. **Parking Fees:** Reimbursement for parking fees is allowable, with receipts.
3. **Taxi Cab:** Necessary taxi cab fares will be allowed with receipts.
4. **Car Rental:** Allowable only if: (a) **approved in advance** of travel by the County Administrator or the County Administrator’s designee, (b) it is more advantageous for County business and (3) more economical than some other mode of transportation. Explanation and receipt are required.
5. **Personal Expenses:** The County will not reimburse for the following: fees and tips for valets, flight insurance, housekeeping/maid service, alcoholic beverages, cleaning and pressing clothing, renting movies, snacks and similar personal expenses.
6. **Baggage Fees:** Travelers will be reimbursed for one bag with appropriate receipts.
7. **Toll Bridge, Toll Road, and Ferry Boat Expenses:** Toll bridge, toll road and ferry boat expenses are allowed with receipts.
8. **Unforeseen expenses** incurred due to inclement weather will be evaluated on a case by case basis.

Any request for variation and/or exception to this Policy shall require approval from the Livingston County Board of Commissioners. It’s the prudent responsibility of each Elected Official and Department Director to authorize only such conferences and training as is funded in the specific Department annual budget. If any provision of this Policy conflicts with a union contract, the union contract shall prevail for that union employee. The Livingston County Board

of Commissioners may amend, modify, or delete all or any portion of this Policy at any time. This Policy replaces all other existing policies on this matter.

EXPENSE REIMBURSEMENT FORM shall include the following: travel dates, starting address, destination address, purpose of travel, and verification of the availability of funds in the applicable Department's budget. Odometer readings or documentation from an online mapping program showing the beginning and ending destination points may be included with the Expense Reimbursement Form.

Receipts must be taped to an 8.5 x 11 sheet of paper prior to submittal.

☪ ☪ ☪ ☪ ☪ ☪ ☪

ADOPTED	#2011-12-344	12/19/11
AMENDED	#2015-04-100	4/27/15

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~~RESOLUTION~~ _____ ~~NO:~~ _____ ~~2015-04-100~~

~~LIVINGSTON COUNTY~~ _____ ~~DATE:~~ ~~April 22, 2015~~

~~RESOLUTION TO AMEND THE COUNTY BUSINESS EXPENSE REIMBURSEMENT
POLICY FOR LIVINGSTON COUNTY~~ ~~COUNTY ADMINISTRATION / PERSONNEL / FINANCE / BOARD~~

~~WHEREAS,~~ Livingston County adopted a County Business Expense Reimbursement Policy in 2011;
and

~~WHEREAS,~~ the County Business Expense Reimbursement Policy requires departments to obtain prior
Board approval for out of state travel to training and conferences; and

~~WHEREAS,~~ it is the responsibility of each Elected Official and Department Director to authorize only
such conferences and training as are funded in the specific Department annual budget;
and

~~WHEREAS,~~ effective upon approval of this resolution, Elected Official and Department Directors will
no longer be required to obtain prior Board approval for out of state travel to training and
conferences; and

~~WHEREAS,~~ County Administration is responsible for the administration of this policy and Elected
Officials and/or Department Directors are responsible for ensuring the requests for
county business expense reimbursements for their employees were incurred while on
official County business.

~~THEREFORE BE IT RESOLVED~~ that the Livingston County Board of Commissioners hereby adopts

the County Business Expense Reimbursement Policy, as amended and attached, to be

effective with the approval of this resolution.

_____ # _____

~~MOVED:~~ _____ ~~Commissioner Lawrence~~

~~SECONDED:~~ _____ ~~Commissioner Dolan~~

~~CARRIED:~~ _____ ~~8-1-0 (Nay: Domas)~~