

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
THURSDAY, JULY 26, 2018  
COUNTY-CITY BUILDING  
ROOM 113 - BILL LUXFORD STUDIO  
8:30A.M.**

Commissioners Present: Todd Wiltgen, Chair; Jennifer Brinkman, Vice Chair; Deb Schorr, Roma Amundson and Bill Avery.

Others Present: Ann Ames, Deputy Chief Administrative Officer; Dan Nolte, County Clerk; and Leslie Brestel, County Clerk's Office.

*Advance public notice of the Board of Commissioners Staff Meeting was posted on the County-City Building bulletin board and the Lancaster County, Nebraska web site and provided to the media on July 25, 2018.*

The Chair noted the location of the Open Meetings Act and opened the meeting at 8:31 a.m.

**AGENDA ITEM**

**1) APPROVAL OF STAFF MEETING MINUTES FOR JULY 19, 2018**

**MOTION:** Schorr moved and Brinkman seconded approval of the July 19, 2018 Staff Meeting minutes.

Amundson and Brinkman noted the following changes to be made to the minutes:

- Page 5, last paragraph, third sentence should read "One problem that could occur is underutilization of cars that would cost the County money."
- Page 7, second paragraph should read "Walla stated the concept of the fleet management system is not only intended to make it easier to track the use of the vehicles."
- Page 9, Item D, "Sherriff" needs to read "Sheriff."
- Page 9, Item E, "Hanes" needs to read "Haines."
- Page 10, Item H, third bullet point, "Sherriff" needs to read "Sheriff."
- Page 10, Item I, "Capital" needs to read "Capitol."

**ROLL CALL:** Avery, Amundson, Brinkman, Schorr and Wiltgen voted yes. Motion carried 5-0.

**2) LABOR NEGOTIATIONS** - Doug McDaniel, Human Resources Director; Kristy Bauer, Lancaster County Deputy Attorney; Nicole Gross, Compensation Manager; and Amy Sandler, Compensation Technician

**MOTION:** Schorr moved and Brinkman seconded to enter Executive Session at 8:35 a.m. for the purposes of discussing labor negotiations and to protect public interest.

The Chair said it has been moved and seconded that the Board enter Executive Session.

**ROLL CALL:** Avery, Amundson, Brinkman, Schorr and Wiltgen voted yes. Motion carried 5-0.

The Chair restated the purpose for the Board entering Executive Session.

**MOTION:** Schorr moved and Amundson seconded to exit Executive Session at 9:01 a.m. Avery, Amundson, Brinkman, and Wiltgen voted yes. Schorr did not vote. Motion carried 4-0.

**3) MISCELLANEOUS EXPENDITURES RESOLUTION** - Jenifer Holloway, Deputy County Attorney

Jenifer Holloway, Deputy County Attorney, stated Bob Walla, Purchasing Agent, has been working with departments to update P-card procedures. She said changes need to be made to the Miscellaneous Spending Resolution which still includes employee reimbursement for any travel expenses when one uses their personal credit card. Holloway stated she was informed by Walla that the Board is firm on only allowing P-card use for expenses with provision for an emergency.

Schorr asked who determines what constitutes an emergency to which Holloway responded the envisioned process would be the same as the current process.

Ann Ames, Deputy Chief Administrative Officer, asked to review the items Walla identified:

- airfare purchases using the County-approved travel agent versus employee personal purchase
- per diem for meals versus reimbursement for meals

Ames clarified that the P-card procedures would require airfare purchase to be preferably with the travel agent or the employee would need to book a refundable ticket using the P-card.

Walla distributed the Miscellaneous Expenditures Resolution with highlighted areas that will be impacted by P-card procedures (Exhibit A).

Tim Genuchi, Accounting Operations Manager, stated the County has a high-low per diem with exception of the Sheriff's Office for extraditions.

Pam Dingman, County Engineer, noted the educational reimbursement program for the Department of Roads per diem is an issue as an itemized receipt is required.

Walla stated most entities use the General Services Administration (GSA) per diem rate as it is a standard across industries.

Brinkman suggested the Commissioners review Exhibit A, direct questions to Walla, and revisit the topic at the meeting on August 2, 2018.

**4) HIDDEN VALLEY ROAD IMPROVEMENT DISTRICT (PAVING DISCUSSION)** - Michael Rierden

Todd Blome, Hidden Valley Road Improvement District Trustee; Michael Rierden, Rierden Law Offices; and Dan Rosenthal, President of REGA Engineering Group, Inc., introduced themselves.

Blome gave an overview of the project. He said the subdivision has gravel roads which they want to pave but they are at an impasse with the County Engineer's Office about the depth of the concrete. Blome stated the standards say six inches of asphaltic concrete are required, where the County Engineer would like seven inches. The difference in cost for one inch of asphalt is \$40,000. Blome asked to discuss allowing the subdivision to continue the project with six inches of asphalt, or, if the required amount of asphalt is seven inches, would the County pay the additional \$40,000.

Rierden stated he felt the subdivision's trustees had done their due diligence on the project.

Rosenthal described the subdivision's roads and the paving process.

Dingman said the information presented is misleading. On March 29, 2005, there was a resolution that changed the paragraph in the standards that refers to six inches of asphaltic concrete to "a type of material and thickness as specified by the Lancaster County Engineering Department."

Dingman asked if a pavement study had been completed. Rosenthal replied no. Blome said the cost of a pavement study was quoted at \$5,000.

Dingman stated she had offered to include this with the County's annual asphalt bid to get the subdivision a more effective price. She offered a compromise of the subdivision caring for the asphalt for 20 years with the County defining the standard at which the slab is maintained, and after 20 years, the County takes over the slab.

Avery asked if the County has information on how six inches of asphalt holds up over time. Dingman responded that engineering needs to be based on real information. The City is moving to thicker pavement as six inches of asphalt does not hold up well.

Avery inquired how many core tests does the County Engineer's Office need to be satisfied the road will last. Dingman answered typically, when looking at pavement designs, there is a minimum of two core tests.

Amundson agreed with Dingman regarding the pavement study and recommended the subdivision discuss the details with Dingman.

Blome asked if the subdivision did not do a pavement study and paved the roads with seven inches of asphalt, would the County be willing to contribute the \$40,000 for the extra inch of asphalt.

Wiltgen replied it would be in the best interest of the taxpayers to follow the County Engineer's judgement.

## **5) BUDGET UPDATE - Dennis Meyer, Budget and Fiscal Officer**

Dennis Meyer, Budget and Fiscal Officer, stated he will file the budget with the County Clerk's Office on Tuesday. The overall budget is approximately \$190,000,000. Meyer reviewed upcoming expenditures, highlighting the addition of 11 full-time equivalents (FTEs). He said revenues are increasing \$3.9 million of which \$2.9 million is property tax.

Schorr asked about inheritance tax. Meyer stated it is budgeted for \$5,000,000.

Avery asked how much of the budget is accounted for by new staff proposals. Meyer said the cost for the eleven FTEs is approximately \$450,000. New hires are set to begin in October, however, most will start on January 1, 2019. He explained for the following fiscal year, these expenses are projected at \$700,000.

Brinkman asked if Meyer would explain the \$30,000,000 difference, what obligations were allocated this past year, and the allocations proposed for next year. Meyer stated the overall budget sets up spending authority. Accounts, such as grant funds, where funds are being applied for but have not yet been determined, are budgeted to spend as if those funds are available; however, if the funds are not received, that budgeted amount is not spent. Those accounts are revenue neutral.

Meyer briefly reviewed the individual funds. He said the County is building a reserve balance of \$1,000,000 within Funds 12, 13 and 14 and the balances are getting closer to where they should be. He said Funds 18 and 19 are based on lodging tax of which 2% goes into each fund. Meyer proposed \$4,138,660 in Fund 18 and noted if the County gets close to spending those funds, there may be conversations about transferring some reserve from Fund 19.

Funds 21 and 22 are for bridges, special roads and highways. Meyer said for fiscal year 2019, the \$10,400,000 transfer from the General Fund will not be split between the two funds as it was last fiscal year. Fund 22 is the higher priority so he tried to budget as close to the County Engineer's request as possible. He explained that the proposed \$16,474,603 is more than last fiscal year because two projects are moving from cash reserve and some funds were re-encumbered. It was noted that no additional tax funds are being added.

Meyer said the County Engineer was not able to budget for new pavement as those funds were allocated to bridges or maintenance.

Fund 30's only activity is the Prairieland Foods loan which will be paid off this fiscal year.

Meyer stated the City of Lincoln pays \$330,000 to the County for City Building Maintenance (Fund 67). An upcoming project at the old City Hall will require more funds than before but extra dollars are available to cover the cost so the City's allocation will remain the same.

With regard to the remaining timeline, Meyer indicated the proposed budget will be available online next Tuesday, the Budget Monitoring Committee meeting is scheduled for August 9, valuations will be available August 20 and the public hearing on the budget will be on August 28, 2018.

## **6) BREAK**

## **7) CHIEF DEPUTY ADMINISTRATIVE OFFICER REPORT**

### **A. Leadership Program Discussion**

Ames discussed starting a Leadership Program for current staff as a strategy to create cross-collaboration between departments and encourage employee longevity. Past discussions with the Management Team showed concern about an aging workforce with no successions. The program would last 18-months, meeting one day a month, and focus on various departments with some hands-on training/policy discussion. Participants would complete an application to be considered by

a committee for the program. Each class would be limited to 20 individuals. Costs for a program, outside of having staff away from their jobs for a day, would be \$6,000 per class.

Ames will take this idea to the Management Team and elected officials to gauge interest. If there is interest, she would like to have applications by October for a class to begin in January 2019.

**B. P-Card Procedures**

Ames said there have been weekly meetings with US Bank who needs a six-week timeframe for their internal set up. Ames will bring revised P-card procedures to the Board with the goal of implementing the new program in September.

**C. Flex Plan Request for Proposal Committee**

Ames stated the contract with Navia is up and not eligible for renewal. The contract will be extended during the grace period and a Request for Proposal (RFP) will be done. Sue Eckley, County Risk Manager, and Tim Genuchi were suggested for County representation on the committee.

**8) GENERAL ADMINISTRATIVE ITEMS**

**A. White House Conference with Nebraska Leadership (August 16, 2018)**

Schorr and Amundson indicated they plan to attend.

**B. August Common Meeting - Agenda and Date (August 7, 2018, 11:00 a.m.)**

It was noted the August Common meeting is rescheduled to August 14, 2018.

**C. Statewide Stepping Up Summit**

Schorr said plans are moving forward for a statewide Stepping Up Initiative Summit between January and March, 2019. The event will be sponsored by the Nebraska Association of County Officials (NACO).

**9) DISCUSSION OF BOARD MEMBER MEETINGS ATTENDED**

**A. JDAI Collaborative – Amundson**

Amundson stated the Juvenile Detention Alternatives Initiative (JDAI) meeting was attended by 75 individuals from various public and private agencies. Bart Lubow, Consultant Annie E. Casey Foundation and Anne Hobbs, J.D., Ph.D., University of Nebraska Omaha, led the presentation and discussion.

**10) SCHEDULE OF BOARD MEMBER MEETINGS**

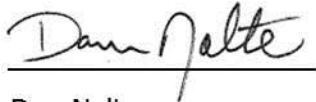
For informational purposes only.

**11) EMERGENCY ITEMS**

There were no emergency items.

**12) ADJOURNMENT**

**MOTION:** Schorr moved and Avery seconded to adjourn the meeting at 10:41 a.m. Brinkman, Schorr, Avery, Amundson and Wiltgen voted yes. Motion carried 5-0.



Dan Nolte  
Lancaster County Clerk





BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF LANCASTER COUNTY, NEBRASKA

IN THE MATTER OF ADOPTING A )  
POLICY GOVERNING THE )  
EXPENDITURE OF PUBLIC FUNDS )  
FOR PAYMENT OR REIMBURSEMENT )  
OF ACTUAL AND NECESSARY )  
EXPENSES INCURRED BY COUNTY )  
ELECTED OFFICIALS, APPOINTED )  
OFFICIALS, EMPLOYEES AND )  
VOLUNTEERS )

RESOLUTION NO. R-18-0039

WHEREAS, the Local Government Miscellaneous Expenditure Act, Neb. Rev. Stat. §§ 13-2201 through 13-2204. (“the Act”), authorizes a governing body to approve the expenditure of public funds for the payment or reimbursement of actual and necessary expenses incurred by elected and appointed officials, employees or volunteers for attendance at educational workshops, conferences, training programs, official functions, hearings and meetings, registration fees, mileage, meals and lodging, travel expenditures, and other miscellaneous expenditures, if the governing body has formally adopted a uniform policy regarding such payments or reimbursements;

WHEREAS, pursuant to the Act, Lancaster County (“County”) has formally adopted a uniform policy which governs the expenditure of public funds for the payment or reimbursement of actual and necessary expenses incurred by elected and appointed officials, employees, or volunteers for attendance at educational workshops, conferences, training programs, official functions, hearings and meetings, registration fees, mileage, meals and lodging, travel expenditures, and other miscellaneous expenditures;

WHEREAS, the County’s policy recognizes the various budget limitations, job assignments and training needs of County departments and offices;

WHEREAS, on February 12, 2002, the Lancaster County Board of County Commissioners (“County Board”) adopted its policy by County Resolution No. 02-13, which was later amended by: County Resolution No. 02-0053; County Resolution No. 06-0114; County Resolution No. 07-0004; County Resolution No. 07-0034; County Resolution No. R-12-0018; and County Resolution No. 14-0032; and

WHEREAS, the County Board desires to revise the policy to clarify who is eligible for reimbursement pursuant to the policy, and to make other miscellaneous changes;

NOW, THEREFORE, BE IT RESOLVED, by the County Board, that it hereby adopts the following policy governing the expenditure of public funds for payment or reimbursement of actual and necessary expenses incurred by county elected officials, appointed officials, employees and volunteers pursuant to the Act:

**I. EXPENSES FOR EDUCATION, TRAINING OR TRAVEL**

**A. DEFINITIONS**

For purposes of this Resolution:

1. “Traveler” shall mean a:

- a. County elected official;
- b. County appointed official;
- c. County employee; or
- d. County volunteer, but only if:

- i. The County Board, or the County Board’s Chief Administrative Officer or his or her designee, expressly requests or permits such volunteer to engage in the educational, training, or travel activities out of which such expenses arise, provided such activities are related to



the purposes or functions of the County, or for the County's general benefit;

- ii. the volunteer's educational, training, or travel activities out of which such expenses arise are undertaken pursuant to an existing interlocal agreement with the County that provides for the County's payment of such expenses, provided such activities are related to the purposes or functions of the County, or for the County's general benefit; or
- iii. the expenses of such volunteer's educational training, or travel activities shall be paid out of County Fund 27 (Grants Fund) or County Fund 905 (Law Enforcement Equipment Fund), provided an Agency Head has determined that such activities are related to the purposes or functions of the County, or for the County's general benefit.

2. "Agency" shall mean a County Department or County Office.

3. "Agency Head" shall mean the Director of a County Department or the head Elected or Appointed Official of a County Office.

**B. GENERALLY**

Actual and necessary expenses incurred by elected and appointed officials, employees or volunteers for attendance at educational workshops, conferences, training programs, official functions, hearings, or meetings whether incurred within or outside of the County limits ("Travel Expenses") may be reimbursed as herein authorized.

Subject to Section I.E. of this Resolution, Travel Expenses for an Agency may be approved by the Agency Head. It is understood that not all expenses are automatically

reimbursable even if they are addressed in this Resolution. Rather, subject to the provisions of this Resolution, the reimbursement of expenses may vary amongst Agencies, and amongst Travelers within an Agency as determined by the Agency Head. Nothing herein shall be construed as requiring reimbursement of any meal.

Travelers shall keep accurate, substantiated cost records, and shall submit claims for travel expenditures in accordance with this Resolution. ~~costs~~

*for P Card purchase*

*Why will they have claims if they use PCard?*

C. TRANSPORTATION EXPENSES

Travelers shall exercise reasonable judgment to acquire all travel necessities at the lowest reasonable cost to the County, including, but not limited to, scheduling travel in a manner that results in a lower net cost to the County, such as group travel by auto, weekend travel for discount fares, and early ordering of airline tickets for best discount fares.

1. Air Travel. When air travel has been authorized by the Agency Head, coach fair shall be used. An Agency <sup>ok</sup> may make reservations through the County's contracted travel agency and charge the tickets to the County. <sup>PCard</sup> A Traveler who wishes to take advantage of electronic tickets, shop for the lowest fare on the Internet, or call airlines directly, will be <sup>to use the County PCard</sup> required to personally pay for the tickets and request reimbursement pursuant to this Resolution. <sup>pay for e.i.</sup> ~~The County will not advance money for the purchase of airline tickets.~~

When arrangements are made for airline travel on Saturdays for purposes of securing lower ticket rates, payment for lodging and meal costs incurred on Saturday also are reimbursable, subject to the provisions of this Resolution, as long as the total of the lower airline ticket rate and the weekend lodging/meal costs do not exceed the Sunday/weekday airline ticket costs.

2. Motor Vehicles - Privately Owned. When the use of a private motor vehicle has

been authorized by the Agency Head, the Traveler who is the owner of the vehicle shall be reimbursed at the mileage rate allowed by Neb. Rev. Stat. § 81-1176 for the most direct round-trip route to and from the destination. This amount shall not exceed the coach round-trip fare to and from that point and shall be documented by a County mileage reimbursement form. When more than one Traveler is traveling to the same destination, they shall car pool if possible in order to minimize costs.

To avoid the administrative expense of processing many small claims, Travelers may accumulate mileage claims and submit them collectively, even though some of the individual claims may exceed the 90-day limit for submitting claims. Provided, all mileage claims must be received by the County Clerk's Office by June 15<sup>th</sup> of the budget year during which they are incurred. Claims occurring June 15 through June 30 must be submitted by June 15<sup>th</sup> of the following budget year. Any claim for mileage not submitted in accordance with these time limits will be considered forfeited.

When a Traveler uses her/his private motor vehicle, it is the Traveler's responsibility to ensure that the Traveler has appropriate insurance coverage, procured at the Traveler's own expense. The payment of auto insurance premiums, deductibles, and/or any other increased insurance costs, whether due to an accident or any other cause, shall not be the responsibility of the County.

3. Local Transportation. Local transportation costs, including such costs as airport limousine and taxi fare (including reasonable tips not to exceed 15% of the fare) may be reimbursed. Expenses for rental cars ~~may be reimbursed~~ *shall be paid w/ the County Pool* when authorized by an Agency Head. Requests for a rental car must be approved by the Agency Head in advance of the trip. Car rentals may be authorized when such rental will be cheaper than taxi fares or when the use of the

car permits the Traveler to accomplish the purpose of the trip in a more efficient manner.

4. Travel by County-Owned Vehicle. A Traveler may use a County-owned vehicle when authorized by the Agency Head. The Traveler ~~may be reimbursed for out-of-pocket~~ *shall utilize the County P Card for* expenses arising out of the use of the County-owned vehicle, such as gasoline. Receipts must be obtained and ~~submitted for out-of-pocket~~ *to P Card Coordinator* expenses incurred for a County-owned vehicle.

County-owned vehicles shall be used only for County purposes.

#### D. LIVING EXPENSES

1. Lodging. Hotel and/or motel lodging shall be selected well in advance and shall be within a reasonable distance from or at the site of the official meeting place. Lodging expenses ~~may be either directly billed to the Agency or claimed by the Traveler on an expense reimbursement. If claimed on an expense reimbursement, original receipts for lodging shall be filed with the claim. If lodging has been pre-paid by the County, the original receipt must be turned into the County Clerk's Office within ten (10) working days after completion of the authorized travel.~~ *shall be reserved and paid for with the County P Card* *P Card Coordinator.* *Lodging* Reimbursement shall be for a single occupancy rate unless a room is shared by two or more County Travelers.

2. Meals. Travelers traveling outside of the County on County business may be reimbursed a daily per diem amount to cover the costs of meals subject to the following limits. The daily per diem amount, including tips, shall not exceed forty dollars (\$40.00 - \$10.00 breakfast, \$10.00 lunch, \$20.00 supper) for most localities in the continental United States. Localities in the continental United States that are designated as high-cost localities, qualify for a daily per diem not to exceed fifty dollars (\$50.00 - \$10.00 breakfast, \$15.00 lunch, \$25.00 supper). A list of these high-cost localities will be maintained and made available by the County Clerk's Office. Foreign and non-foreign localities located outside the continental United States



qualify for the \$50.00 daily per diem rate or, if approved by the Agency Head, a per diem rate that does not exceed the federal per diem rate for that locality.

~~Unless a County-owned credit card is used, Travelers will be required to personally pay for meals, and request the per diem from the County.~~ *P Card shall be used*  
The daily per diem amount for meals shall apply to purchases made with a County-owned ~~credit card~~ *P Card*, and the Traveler will be required to reimburse the County for any amount above the daily per diem amount.

In lieu of a meal per diem, an Agency Head may require a Traveler to provide receipts for reimbursement of actual meal expenses, but such reimbursement may not exceed the meal per diem rates established herein.

If proof of actual expenses is needed in order to be reimbursed from another responsible source, such as in extraditions, an Agency Head may require a Traveler to provide meal receipts for reimbursement of actual meal expenses.

Where the County is conducting its own training or conference, the County may provide a meal to Travelers who are required to stay at the training site during such meal, but Travelers will not be allowed to claim the per diem rate for the meal provided.

~~3. Registration Costs. The County may pay in advance, or reimburse a Traveler for, the registration fee paid when a receipt for the registration fee is obtained and is included with a claim for travel expenditures. In order to receive advance payment of registration, a Traveler shall submit a payment voucher with a copy of the completed registration or an invoice, payable to the conference, to the County Clerk's Office in sufficient time to allow a warrant to be drawn and mailed to the conference prior to the deadline for registration.~~

*Use P Card e. ii.*

4. Miscellaneous Expenses. Telephone expenses will be reimbursed only when use of the telephone is necessary for County purposes. Parking charges and tips not to exceed 15%

of the parking charges incurred at the lodging site ~~may be reimbursed.~~ *shall be paid with the County PCard*

5. Disallowance of Expenses. In addition to any other requirements and limitations provided herein, the following expenses that are not supported by receipts may be disallowed for reimbursement at the discretion of the Agency Head and/or the County Board: transportation (excluding taxi fare and mileage), lodging, and registration fees.

**E. TRAVEL APPROVAL**

Travel expenses that already have been designated and approved through the budgeting process do not require additional approval from the County Board and require only approval of the Agency Head. Travel expenses paid out of County Fund 27 (Grants Fund) or County Fund 905 (Law Enforcement Equipment Fund) require approval of only an Agency Head. Where the Agency budget does not provide for such expenses, approval from the County Board is required prior to travel. A request for approval to the County Board shall include, at a minimum, the purpose of the trip, the number of persons traveling, the destination, estimated expenses and mode of travel.

**F. TRAVEL ADVANCE**

Travel advances for expenses will be granted to approved Travelers only for good cause shown, as determined by the County Board. When a Traveler desires an advance of funds, the Agency Head shall submit a claim for travel expenses and a payment voucher itemizing estimated expenses to the County Board and stating the reason for such advance. No travel advance may be considered prior to approval as set forth in Section I.E of this Resolution. No travel advance to a Traveler may be considered prior to reconciliation of any prior travel advance to that Traveler.

*Is this necessary when PCard will cover expenses?*

**G. REIMBURSEMENT PROCEDURES**

1. Traveler's Processing of Expenditure Statements. Within ten (10) working days after completion of the authorized travel, the Traveler shall complete, and submit to the Agency Head, ~~an itemized claim for travel expenditures, attaching all necessary supporting receipts,~~ <sup>the receipts from the PCard expenditures</sup> and other documentation. Attached receipts and documentation shall include at least the following, to the extent applicable to the Traveler's authorized travel expenses: lodging receipt, auto rental receipt and airline itinerary.

~~Each Traveler may submit a claim for only her/his own expenses that are authorized pursuant to this Resolution. A Traveler may not submit a claim for another Traveler's expenses, and aggregated claims submitted by one Traveler on behalf of multiple Travelers are not authorized pursuant to this Resolution.~~

?

PCard

2. Agency Processing of Travel Statement of Expenditures. Agency Heads or their designees shall examine the Traveler's ~~claim for travel expenditures~~ for proper accounting and documentation. They shall ensure that all necessary supporting documentation and/or statements of explanation are attached, ~~before signing the claim for travel expenditures and submitting the claim to the County Clerk's Office.~~

3. County Clerk's Office Audit and Payment. ~~Upon receipt of a Traveler's claim for travel expenditures from an Agency,~~ the County Clerk's Office shall examine the ~~request to~~ <sup>PCard receipts</sup> ensure compliance with this Resolution. The County Clerk's Office may request and receive additional information on any and all expenses prior to action by the County Board.

a. No Travel Advance Drawn. ~~When no travel advance has been made, upon verification of a submitted claim for travel expenditures, the County Clerk's Office shall process the payment of funds reimbursing the Traveler.~~



~~b.~~ Actual Expenses are Less than Travel Advance. When a travel advance has been made and the cost of the trip is less than the amount advanced, the Traveler shall return the balance of the funds to the County Clerk's Office within ten (10) working days after completion of travel. Upon verification of a submitted claim for travel expenditures by the County Clerk's Office, a receipt shall be processed to deposit the balance of funds back to the fund from which the original advance was drawn.

~~c.~~ Actual Expenses are Equal to Travel Advance. When a travel advance has been made and the actual cost of the trip is equal to the amount of the advance, the procedure outlined in the preceding paragraph (b) shall be followed with the exception that no funds shall be returned by the Traveler.

~~d.~~ Actual Expenses are Greater than Travel Advance. When a travel advance has been made and the actual cost of the trip is greater than the amount advanced, then upon verification of the submitted claim for travel expenditures by the County Clerk's Office, a warrant shall be issued to the Traveler.

AND BE IT FURTHER RESOLVED, that the foregoing policy shall be effective upon the date of execution of this Resolution, and that this Resolution shall supersede Section I of County Resolution No. 14-0032 pertaining to "Expenses for Education, Training or Travel," and any previously existing County resolutions on the same subject matter.