

Policy Statement

TITLE

Out-of-State Travel Policy

CODE

208

REFERENCE

Minnesota Statute 471.611

PERSONNEL RESPONSIBLE

Elected Officials, County Employees

EFFECTIVE DATE

11-22-2011

POLICY

208.100 Purpose

208.101 Yellow Medicine County recognizes that its elected officials and County staff may at times receive value from traveling out of the state for workshops, conferences, events and other assignments. This policy sets forth the conditions under which out-of-state travel will be paid for by the County.

208.102 Minnesota Statute 471.661 requires that the governing body of each county must have on record a policy that controls travel outside the state of Minnesota for the applicable elected officials of the County. The policy must specify:

- (A) when travel outside the state is appropriate;
- (B) applicable expense limits; and
- (C) procedures for approval of the travel.

The policy must be made available for public inspection upon request. Subsequent changes to the policy must be approved by a recorded vote.

208.200 Non-elected Officials and Employees

The County's non-elected officials and employees shall follow this same policy for travel outside the state of Minnesota.

208.300 Approval for Out-of-State Travel

The County Board must approve all out-of-state travel requests for elected officials and employees. The approval shall be required in advance of the travel. The Board approval shall include both the authority for the travel and the public purpose of the travel.

208.400 When Travel Outside the State is Appropriate

(A) In evaluating the out-of-state travel request, the County Board will consider the following:

- Whether the elected official or employee will be receiving training or information on issues relevant to the County or to his or her role with the County;
- Whether the elected official or employee will be meeting and networking with other elected officials or employees from around the country to exchange ideas on topics of relevance to the County or on the official roles of local elected officials or county employees;
- Whether the elected official or employee will be viewing a facility, function or program that is similar in nature to one that is currently operating at, or under consideration by the County where the purpose for the trip is to study the facility, function or program to bring back ideas for the consideration of the County;
- Whether the elected official or employee has been specifically assigned by the County to testify on behalf of the County at the United States Congress or to otherwise meet with federal officials for a public purpose on behalf of the County;
- Whether the elected official or employee needs to travel out-of-state to fulfill grant funding requirements or to help secure funding for a project with a public purpose or benefit to the County;
- Whether the County has sufficient funding available in the budget to pay the cost of the trip;

•Whether there is a more cost efficient workshop, conference, event or assignment that could be attended within the State of Minnesota that provide the same or similar benefit.

208.500 Applicable Expense Policies and Limits

(A) No reimbursements will be made for attendance at events sponsored by or affiliated with political parties.

(B) The County may make payments in advance for airfare, lodging and registration after the County Board has approved the out-of-state travel request. Otherwise all payments will be made as reimbursements to the elected official or employee. Elected officials and employees with County issued credit cards may make purchases using these cards.

(C) The County will pay for transportation, lodging, meals, registration, and incidental costs as follows:

- Airfare will be reimbursed or paid for at the coach or economy rate.
- Mileage will be reimbursed at the same rate and under the same policies as for travel in Minnesota. The County will reimburse for the cost of renting an automobile if necessary to conduct County business.
- Lodging costs are limited to those which are reasonable and necessary.
- Meal costs are limited to \$75/daily.
- Other incidental costs are limited to those which are reasonable and necessary.
- Detailed receipts are required for lodging, airfare, meals and other reimbursable costs.
- The County will not reimburse for alcoholic beverages, personal telephone calls, costs associated with the attendance of a family member, rental of luxury vehicles and recreational or sightseeing expenses.

(D) Elected officials and employees are required to give oral or written reports on the results of the trip.

(F) The County Board may by majority vote make exceptions to this policy which are reasonable and necessary and serve a public purpose for the County.

AUTHORED BY: County Administrator
DATE: 11-15-2011

APPROVED BY: County Board
DATE: 11-22-2011