

Meeting Date
October 10, 2017



AGENDA	
Section	Consent
Item No.	<i>II.C.3</i>

AGENDA REPORT
BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SUBJECT:	REVIEW OF BOARD POLICY BCC-29, TRAVEL
DEPT/OFFICE:	CENTRAL SERVICES DEPARTMENT

Requested Action:
 It is requested the Board accept staff review and approve Board Policy BCC-29, Travel.

Summary Explanation & Background:

As part of the Sunset Review policy requirement, staff has reviewed the Board's policy that establishes the reimbursement of authorized travelers' expenses incurred during the performance of their official duties.

Staff has reviewed the policy and recommends no changes to the policy. The policy will remain consistent with Florida Statutes 112.061, "Per Diem and Travel Expenses of Public Officers, Employees, and Authorized Persons", A redline copy of the document is attached indicating changes to the approval and review dates in addition to the signature ready document.

Fiscal Impact: There is no fiscal impact to this action. Establishment of the policy prescribes the Board intent regarding travel reimbursement on County business. Administrative Order AO-21, Travel provides detailed instructions to staff outlining responsibility and accountability for the reimbursement of travel expenses.

Contact: Teresa Camarata, Central Services Director, ext. 5-2543; teresa.camarata@brevardfl.gov
 Leslie Rothering, Purchasing Services Manager, ext. 5-6038; leslie.rothering@brevardfl.gov

Clerk to the Board Instructions:

Exhibits Attached:

Contract /Agreement (If attached):	Reviewed by County Attorney	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	PR	<input type="checkbox"/>
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County Manager Frank Abbate <i>Frank Abbate</i>	Assistant County Manager John Denninghoff	Department Director / Extension Teresa Camarata, Ext. 5-2543 <i>Teresa Camarata</i>
	Interim Assistant County Manager Jim Liesenfelt	



Tammy Rowe, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

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October 11, 2017

M E M O R A N D U M

TO: Frank Abbate, County Manager

RE: Item II.C.3., Board Policy for Reimbursement of Authorized Travelers' Expenses Incurred During Performance of Official Capacity

The Board of County Commissioners, in regular session on October 10, 2017, accepted staff review and approved Board Policy BCC-29, Travel, for reimbursement of authorized travelers' expenses incurred during performance of official capacity. Enclosed is the fully-executed Policy for your action.

Your continued cooperation is greatly appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Rowe, Deputy Clerk

Encl. (1)

/ds

cc: Central Services Director
Finance
Budget



BOARD OF COUNTY COMMISSIONERS

POLICY

TITLE: TRAVEL

NUMBER: BCC-29
CANCELS 09/16/2014
APPROVED: 10/10/2017
ORIGINATOR: County Manager
REVIEW: 10/10/2020

I. OBJECTIVE

To prescribe Board policy for the reimbursement of authorized travelers' expenses incurred during the performance of their official duties.

II. DEFINITIONS AND REFERENCES

- A. Section 112.061, Florida Statutes - Per diem and traveling expenses of public officers, employees, and authorized persons.
- B. Administrative Order AO-21, Travel

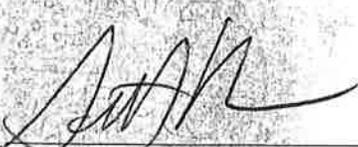
III. DIRECTIVES

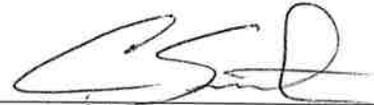
- A. Travel reimbursement criteria shall be in accordance with Section 112.061, Florida Statutes.
- B. Monthly allowances for travel in fixed amounts must be approved by the Board of County Commissioners.
- C. Pursuant to the Board's adoption of Ordinance 2017-21, Code of Ordinances of Brevard County, all commissioners shall be subject to the travel procedures outlined in Brevard County Administrative Order 21 (AO-21). See Section 8 of Ordinance 2017-21.

IV. RESERVATION OF AUTHORITY

The authority to issue or revise this Policy is reserved to the Board of County Commissioners.

ATTEST:


Scott Ellis, Clerk


Curt Smith, Chairman

Approved by the Board on 10/10/2017