

Warren County Board of Supervisors

RESOLUTION NO. 78 OF 2016

Resolution introduced by Supervisors Conover, Seeber, Sokol, Simpson, Merlino, Dickinson, Girard, Frasier, Beaty, McDevitt and Braymer

FURTHER AMENDING THE WARREN COUNTY TRAVEL POLICY AND COUNTY VEHICLE USE REGULATIONS

RESOLUTION TABLED

WHEREAS, the Warren County Board of Supervisors adopted the Warren County Plans and Policies Set Forth in the Warren County, New York Plans and Policies and Municipal Code, which included Section III.155 Travel Policy by Resolution No. 416 of 2015, and

WHEREAS, the Finance, Personnel & Higher Education Committee of the Warren County Board of Supervisors has recommended revising Section III.155(B) to add Item 4, and in doing so, provide a mechanism for approving travel by the members of the Warren County Board of Supervisors, and

WHEREAS, it has been determined a secondary authorization form is required for submission of travel requests by members of the Warren County Board of Supervisors, now, therefore, be it

RESOLVED, that Chapter III of the Warren County Plans and Policies titled County Administrator/Board of Supervisors is hereby amended to add a new Section III.155(B)(4) to read as follows:

“(4) The Chairman of the Board of Supervisors is authorized to approve travel by County Supervisors in an amount not to exceed \$1,500 provided all of the following conditions are met:

- (a) travel is for County-related business;
- (b) funds are budgeted and available for travel in the Legislative Board’s budget;
- (c) a written request is made and approved by the Chairman;

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- (d) reimbursement will be made in accordance with the GSA rate unless otherwise approved by the Chairman;
- (e) all travel approved by the Chairman will be reported to the Finance, Personnel & Higher Education Committee as part of the regular agenda for public disclosure purposes.”

and be it further,

RESOLVED, that Section III.158 Schedule A: AUTHORIZATION TO ATTEND MEETING OR CONVENTION of the Warren County Plans and Policies is hereby amended to add an additional authorization as follows:

§III.159 SCHEDULE A: AUTHORIZATION TO ATTEND MEETING OR CONVENTION.

AUTHORIZATION TO ATTEND MEETING OR CONVENTION
(Department Head/Staff)

Check one:

- In-State (needs Supervisory Committee authorization)
Out-Of State (needs Board resolution)

The [Supervisory Committee] hereby authorizes [Employee Name]

to attend [Name of meeting or organization]

at [Address]

on [Dates]. Mode of transportation to be used [County Vehicle or Mass Transportation]

If the mode of transportation is not a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

- Room rate \$ [] GSA* Rate \$ []
Meal costs - GSA*per diem rate \$ []

*www.gsa.gov

Date: [] Department Head Signature

Date: [] Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

- 1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to County Administrator if credit card will be used.

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AUTHORIZATION TO ATTEND MEETING OR CONVENTION
(Member of the Board of Supervisors)

Check one:

- In-State
Out-Of State

I, _____ hereby authorize _____
(Chairman of the Board) (Supervisor Name)

to attend _____
(Name of meeting or organization)

at _____
(Address)

on _____. Mode of transportation to be used _____
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is not a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

Room rate \$ GSA* Rate \$

Meal costs - GSA*per diem rate \$

*www.gsa.gov

Date: _____

Supervisor Signature

Date: _____

Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

- 1. Original form to be filed with the Clerk of the Board.
-Clerk will forward to Auditor for payment.
-Clerk will forward to Buildings and Grounds if a fleet vehicle is requested.
-Clerk will ensure form is included in Finance, Personnel & Higher Education Committee Agenda for reporting purposes."