

FILED

MAR 24 2020

ORDINANCE NO. 2020 - 12

BE IT ENACTED BY THE QUORUM COURT OF CRAIGHEAD COUNTY, STATE OF ARKANSAS, AN
ORDINANCE TO BE ENTITLED: "AN ORDINANCE AMENDING ORDINANCE NO. 2014-3 TO AMEND THE
COUNTY EMPLOYMENT/PERSONNEL POLICY HANDBOOK FOR TRAVEL, AND FOR OTHER PURPOSES"

KADE HOLLIDAY
COUNTY & PROBATE COURT CLERK

WHEREAS, the Public Service Committee, from time to time, has reviewed and updated the Employment Policy for Craighead County Employees, and

WHEREAS, it has come to the attention of the Public Service Committee that there is an area in the Personnel Policy that needs to be clarified, and

WHEREAS, Government employees traveling at government expense are required to comply with Federal Travel Regulations, and

WHEREAS, Quorum Court seeks to adopt a policy that balances the need to assure that official travel is conducted in a responsible manner with the need to minimize administrative costs, and

WHEREAS, the Public Service Committee has reviewed the U.S. General Services Administration guidelines and seeks to modify changes to the Employment Policy, and

NOW THEREFORE, be it Ordained by the Quorum Court of Craighead County, State of Arkansas as follows:

SECTION 1. Ordinance No. 2014-3 adopting the Craighead County Employment Policy shall be amended and Section 16 shall be removed and revised to state as follows:

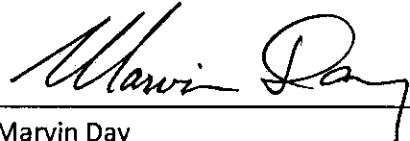
The County shall reimburse reasonable travel expense based upon the following guidelines provided that prior approval is secured from the authorizing official of the department. Mileage is paid for the use of a private vehicle when traveling for official business using the current state mileage rate (the maximum mileage rate allowed is based upon the shortest major highway route) from regular place of work to the destination. Please note that travel reimbursement is NOT a per diem and is to be claimed for actual expenses for meals and lodging, not to exceed the maximum allowable rates per meal: breakfast, lunch and dinner as listed in the Federal Travel Directory plus applicable sales taxes for overnight stays. Meals are only reimbursed if overnight travel is required. The first and last day of travel is limited to 75% of the maximum allowable rates per meal: breakfast, lunch and dinner per GSA guidelines. If your trip includes meals that are already paid for (such as through a registration fee for a conference), you will need to deduct those daily meal allowances from your claim. Refer to Section 301-11.18 of the Federal Travel Regulation for specific guidance on deducting these amounts from your per diem reimbursement claims. The Federal Travel Directory is found on the Governmental Services Administration (GSA) website. The maximum allowance for meals INCLUDES taxes and up to 15% tip reimbursement. Lodging rates per the Federal Travel Directory EXCLUDE room tax and should be exceeded only by the room tax amount unless special authorization is given in writing by the authorizing official of the department justifying the need to exceed the standard reimbursement rate. All travel expenses are paid based upon signed (by one individual incurring charges) and fully documented receipts as to who, what, when, where and why, are turned into Accounts Payable. To determine whether each person stayed below the maximum allowable rates for meals, if a receipt contains meals for more than one person, each item should be clearly marked according to who ordered each item. Non-county employees traveling on official business for the County

027
190


are bound by the guidelines listed in this section. The County shall not reimburse the cost of alcoholic beverages. When using airplane travel, allowable additional travel expenses are limited to: travel to and from airport on travel days, and/or hotel to and from conference location.

SECTION 2. Severability. If any provision of this Ordinance is held invalid, such invalidity shall not affect the remaining provisions of the Ordinance which remains effective absent the invalid provision, and to this end, the provisions of this Ordinance are declared to be severable.

Dated this 24th day of MARCH 2020.



Marvin Day
County Judge

Attest: 

Kade Holliday
County Clerk