

Anderson County Board of Commissioners
OPERATIONS COMMITTEE
AGENDA
June 13, 2022
6:00 p.m. Room 312

- 1. Call to Order**
- 2. Prayer / Pledge of Allegiance**
- 3. Approval of Agenda**
- 4. Appearance of Citizens**
- 5. Pro-Life Resolution** – requested by Chairman Isbel
- 6. Resolution Honoring Coach Rita Hackler** – requested by Commissioner Anderson
- 7. Anderson County Travel Policy**– requested by Commissioner Scott
- 8. Salary Compensation – Commissioners** – requested by Commissioner Scott
- 9. Discussion to possibly form a task force comprised of Operations Committee, School Board and the Sheriff's Department to take up enhancement of school safety** – requested by Chairman Isbel
- 10. Re-Districting Plan** – requested by Commissioner Mead

New Business

Old Business

Adjournment

ANDERSON COUNTY, TENNESSEE COMPREHENSIVE TRAVEL REGULATIONS

These regulations having been promulgated by the Board of County Commissioners of Anderson County Government shall constitute the official policy regarding travel at County expense. Authorization for travel will not be granted and expenses will not be reimbursed unless the travel is made and reimbursement claimed in accordance with these regulations and any approved exceptions thereto.

1. Travel may not be undertaken unless it is authorized in advance by the Department Head/Elected Official. Claims for reimbursement for travel expenses should be submitted no later than thirty (30) days after completion of the travel. Claims submitted after this period must provide written explanation for the delay.
2. Approved county travel is on the basis of reimbursement for the necessary business expenses incurred subject to the limitations set forth herein. Receipts are required for all items or fares in excess of \$3.50 except for per-diem items. Receipts must itemize room charges and taxes.
3. Travel must be by the most direct route possible, and any individual traveling by an indirect route must assume any extra expense incurred thereby.
4. The Department Head/Elected Official shall designate the official station of an employee. The official station is the location at which the employee spends the major portion of his/her working time. Lodging will be allowed only when overnight travel is required outside a fifty (50) mile radius of the employee's official station. Mileage shall be computed from the employee's official station.
5. Reimbursement for lunch meals will not be made unless overnight travel is involved, or the employee is required by county business to be outside a fifty (50) mile area of their official station.
6. The limits on travel expenses set forth herein are maximum amounts above which reimbursements cannot be made. County employees, when traveling, should be as conservative as circumstances permit.

Claims for Travel Expense

7. The standard form or other forms approved by the Director of Accounts & Budgets will be used for all claims for travel expense. Any recovery of the cost of travel by other methods is not allowed. Receipts must accompany this form, and each claimant must file a separate claim for expenses. Travel claims shall be typed or in ink.

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8. Expenses of books, supplies, postage, stenographic help, and other items that do not constitute actual traveling expense should not be made a part of the travel claim.

Transportation

9. Transportation for persons traveling singly out of state should be by common carrier (air, train, bus) whenever practicable, and the fare must not exceed the regular tourist fare charged the general public. Advantage of round trip rates must be taken when available. A receipt in the form of a ticket stub must accompany the expense claim. The use of air travel is encouraged when time is an important factor, or where the trip is so long that other methods of travel would prove more expensive because of subsistence allowance.
10. Officials and employees should make use of county owned cars whenever possible. However, county-owned vehicles should be used only for official business.
11. When transportation is by county-owned car, the necessary automobile repair bills, tolls, parking and gasoline are allowable. In the use of personally owned cars, the authorized mileage allowance includes all operating expenses such as gas, oil and repairs precluding any separate claim for such items.
12. Charges for automobile rental shall not be allowed unless specific written authorization is secured in advance from the Director of Accounts & Budgets.
13. If an individual travels by common carrier, reasonable taxi fares will be allowed for necessary transportation. It is expected that bus or shuttle service to and from airports will be used when available and practical. In traveling between hotel or lodging, and meeting or conference, reasonable taxi fares will be allowed.
14. Reasonable tolls and ferry fees will be allowed when necessary.
15. Necessary charges for airport and overnight hotel parking will be allowed. Receipts must be furnished on airport and hotel parking. Daily parking fees for employees working at their official station will not be allowed.
16. Necessary meal expenses for group meetings will be allowed for county business subject to County Mayor's approval prior to the meeting.
17. Vicinity Mileage for employees that has been authorized by the Department Head/Elected Official may be claimed under the following conditions:
 - (a) If a personally owned car has been authorized in the daily performance of duties, employees shall be reimbursed at the standard mileage rate established annually by the Internal Revenue Service.
 - (b) Each Department Head/Elected Official shall be responsible for ensuring that the use of personally owned automobiles is properly limited to

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working conditions, which are such that the use of a county-owned vehicle is impossible or impractical. Full utilization of county-owned vehicles should be the primary consideration where travel is concerned.

- (c) Mileage as shown by the official state map and that published by Rand-McNally for out-of-state routes will be regarded as official.
- (d) Only mileage for official business may be claimed for reimbursement and it must be treated in accordance with Internal Revenue Service regulations. A mileage expense form must be submitted to the Accounts and Budgets office with detailed account of vicinity mileage.

Lodging and Meals

18. Reimbursement for lodging expenses will be on the following basis:
- (a) Travel must be authorized in advance by the Department Head/Elected Official.
 - (b) Only lodging incurred outside a fifty (50) mile radius of official work station will be allowed.
 - (c) The most economical lodging should be chosen as circumstances permit.
 - (d) Baggage handling fees will be allowed up to three dollars (\$3.00) per hotel.
 - (e) When employees share a hotel room only one employee should claim the room cost on the expense report and each employee should make a notation indicating the employee(s) with whom the room was shared.
19. A meal and allowance of thirty dollars (\$30.00) per day will be provided for travel. For fractional days in travel status, only fifty percent (50%) of the allowance will be permitted.

Miscellaneous

- 20. Expenditures for entertainment (employee or others), laundry, valet service, theatre, etc., are personal charges and will not be allowed.
- 21. Charges for local, long distance, and telefax telephone calls for official business will be allowed provided a statement is furnished indicating the date, name and location called.
- 22. Registration fees for approved conferences, conventions, seminars, meetings, etc., are addressed in the training/tuition policy.
- 23. Travel for transportation of prisoners should be made using the most economical method available.

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24. All signatures on travel claim must be original. No stamped signatures will be permitted.
25. Travel advances shall be made as follows:
 - (a) A request for travel advance with proper documentation should be sent to the Director of Accounts and Budgets one week prior to departure date requesting an advance based on the estimated expenditures for the period of travel. An amount equal to the estimated expenditures will be allowed as an advance; however, no advance less than twenty-five dollars (\$25.00) will be made.
 - (b) Each employee receiving a travel advance for the first time must sign a payroll deduction authorization form which will allow the county to recover the advance from any salary owed the employee in the event of termination of employment or failure to submit a finalized travel claim. This deduction from payroll should be used as a last resort only in the event all other efforts to collect the advance have failed.
 - (c) Upon return, the employee should submit an expense claim form detailing his/her actual expenditures. This claim should show the total expenses incurred. If an advance should exceed actual expenses, the employee shall return the excess to the Accounts and Budgets office for deposit as a credit against the original advance.
26. Special arrangements should be made in advance with the Director of Accounts and Budgets for employees on extended travel whether in state or out-of-state. This provision is intended to cover employees attending schools or institutes and employees performing auditing, investigative or like duties requiring absence from their official stations for more than one week.
27. The County Mayor of Anderson County shall have the authority to grant exemption from any part or all of these rules and regulations when deemed appropriate and necessary. These rules and regulations supersede and rescind all previous travel regulations approved by the Anderson County Board of County Commissioners.

These rules and regulations shall be and remain in full force and effect from and after April 29, 1992, until withdrawn, modified or rescinded by subsequent rules and regulations

As Amended July 20, 1998
As Amended March 22, 2001
As Amended November 17, 2003