

Anderson County Board of Commissioners
Financial Management Committee
Meeting Agenda

January 13, 2025
4:00 PM, Room 312

Purpose of Meeting: Regularly scheduled meetings to discuss topics as they relate to the County Financial Management System of 1981

Meeting Facilitator: Terry Frank (Committee Chair)

Invitees: Tracy Wandell (Vice-Chair), Josh Anderson, Phil Yager, Tim Isbel, Gary Long, and Tim Parrott

- I. Appearance of Citizens
- II. Approval of Agenda
- III. CashVest/Robby Holbrook
- IV. Travel Policy/Tim Shelton
- V. Finance Office Updates/Robby Holbrook
- VI. New Business
- VII. Unfinished Business/TIF Policy and Procedures
- VIII. Adjourn



TENNESSEE COUNTY SERVICES ASSOCIATION

Serving county mayors, county commissioners & county highway officials since 1964



- 1 Trousdale
- 2 Moore
- 3 Sequatchie
- 4 Meigs
- 5 Hamblen
- 6 Washington



ANDERSON COUNTY, TN

cashVest presentation and results from similar size counties

Hon. Terry Frank - Mayor

Hon. Phil Yager - Commissioner

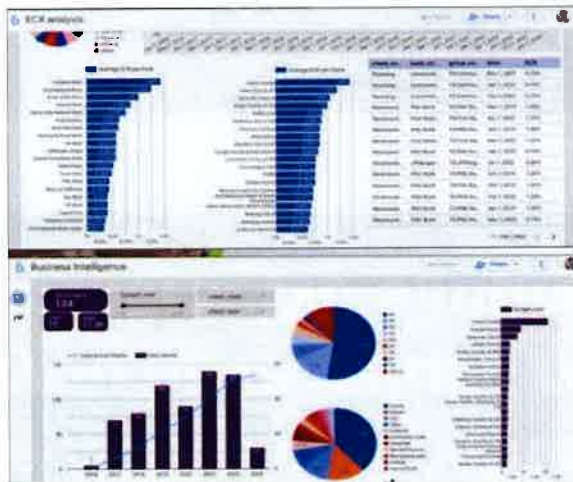
Hon. Regina Copeland - Trustee

Hon. Tyler Mayes - Commissioner

Robby Holbrook - Finance Director

Our constantly evolving analysis of the cash your county has on deposit allows us to help your finance office make the best possible decisions about cash-flow, investing of funds, determining which banks are offering the most competitive rates, and a clear picture of all banking costs.

We offer clear, independent, reliable DATA - *Not Opinions*.



On average, cashVest identifies **73% more cash** that can be put to work earning interest. The results? More than **\$2.5 Billion** in new revenues for public entities.

We are *NOT* a competitor to your local banks. We understand that you have valued relationships with your local banking partners. We simply help keep the playing field level.



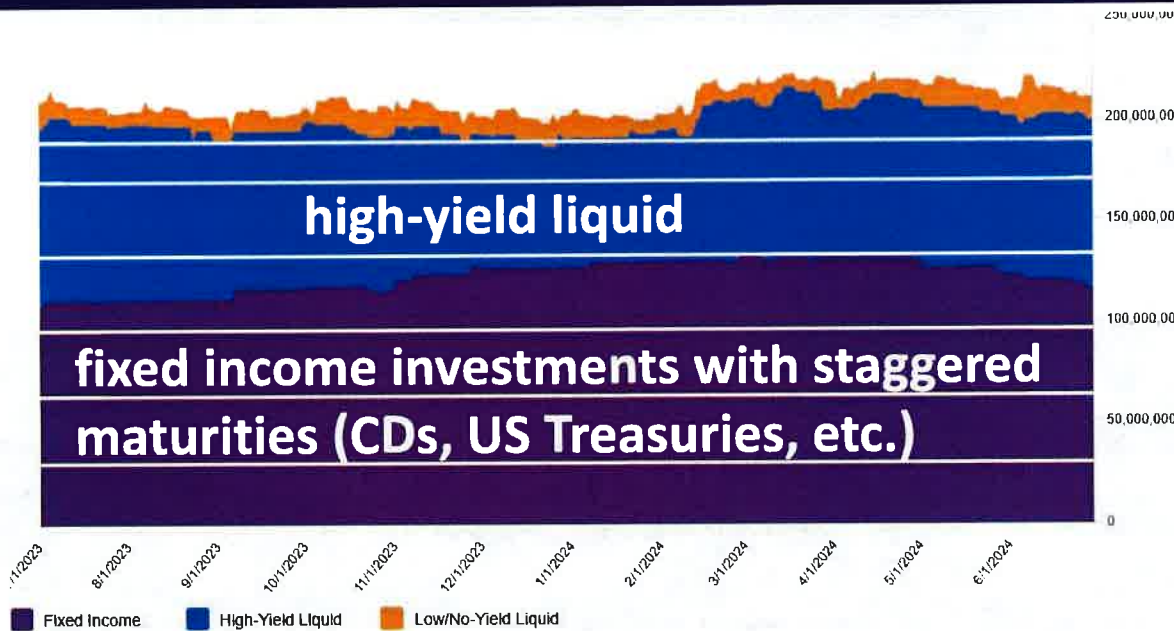
We respect those banking relationships. We are not competing with your local banks and we never touch your money.

All investment decisions remain strictly with your county.

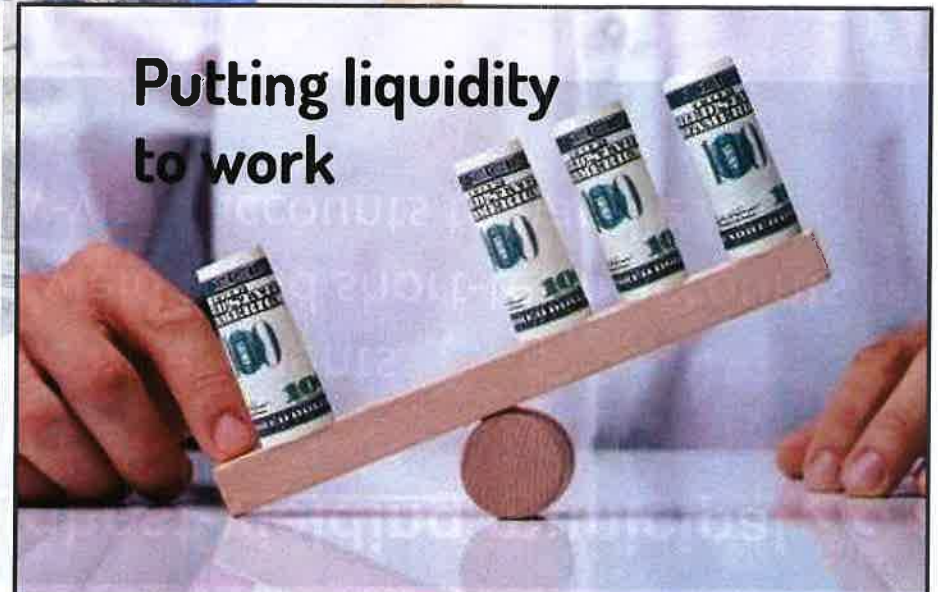
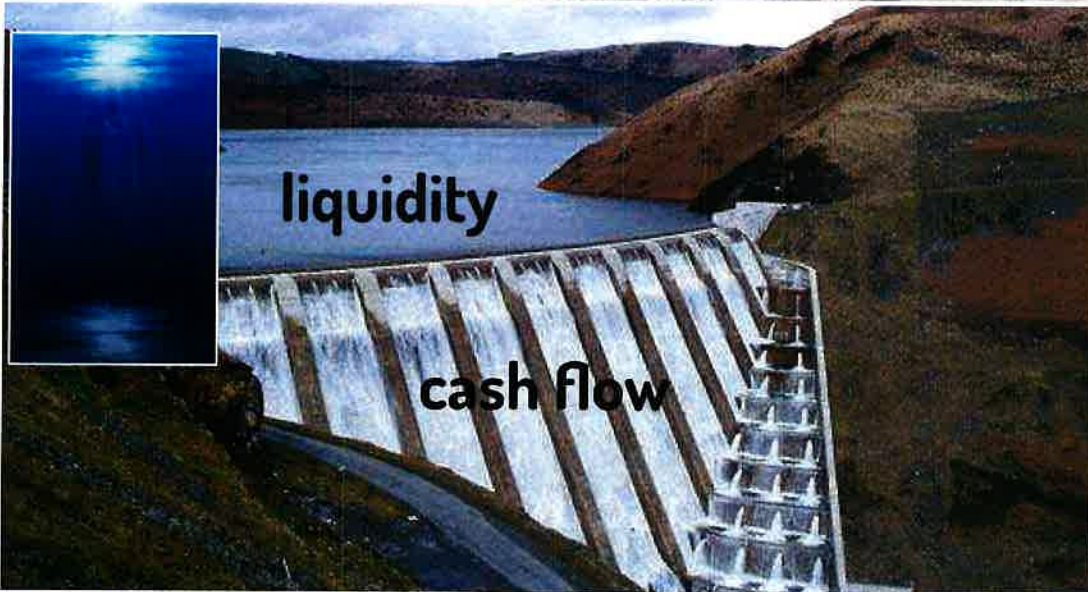
three+one is independent firm that helps to keep everyone's pencils sharp when it comes to comparing current interest rate offerings by banks. You still choose the investment and bank that is right for you.

The safest, most stable, and highest-yielding municipal portfolios consist of:

- a) a core foundation of fixed income investments
- b) some funds deposited into high-yield liquid short-term accounts
- c) and leaving sufficient cash in low-yield accounts to handle cash-flow needs.



At three+one, we believe in identifying the stored potential earning power of every single dollar of liquidity



Anderson County, TN

Financial Statistics and estimate of potential earnings


- 2024/25 Tentative Budget appropriations: \$ 45,100,000
 - 2024/25 Budgeted Interest Revenue (44110): \$ 150,000
 - Cash and investments as of 6/30/2023: \$ 38,900,000
-

We estimate that the County generally has approximately \$29.2 million to \$33.1 million in 'Strategic Investable Liquidity', multiplied by a 4.50% overall average annual return over the next 12 months. The results:

\$1.3 million to \$1.5 million in potential revenues using cashVest

County Tax levy is \$16.8 million. \$1.4 million (estimated) in interest earnings would offset **8.3%** of the County Property Tax Levy

Using liquidity data to maximize earnings can mean the difference between a tax increase or a tax cut! Below are actual results achieved by cashVest clients:

|  | Average level of cash on deposit: | Most recent 12-months interest earnings: | Interest Earnings as a percentage of 2024 property tax levy: |
|--|-----------------------------------|--|--|
| NC County - | \$ 21.6 million | \$ 931,512 | 13.0% |
| NY County - | \$ 22.8 million | \$ 865,604 | 19.7% |
| <i>Anderson County</i> | \$ 38.9 million | \$ 1.3 - \$ 1.5 mm (est) | 8.3% |
| NY County - | \$ 45.1 million | \$ 2,015,360 | 10.5% |
| NY County - | \$ 53.4 million | \$ 1,930,939 | 10.6% |
| NC County - | \$ 55.3 million | \$ 2,726,220 | 10.5% |

Comparing interest rates can make a huge difference in earnings

| | Term | Rate |
|-----------|---------------------------|-------|
| Option #1 | 12-month CD | 4.65% |
| Option #2 | 12-month T-bill | 4.09% |
| Option #3 | 6-month T-bill | 4.68% |
| Option #4 | 6-month CD | 4.85% |
| Option #5 | 3-month T-bill | 4.99% |
| Option #6 | 3-month CD | 5.10% |
| Option #7 | High yield liquid | 4.02% |
| Option #8 | Interest Bearing Checking | 2.75% |

Benchmarking bank rates against U.S. Treasury rates, and against other comparable banks, ensures that you are **receiving full marketplace value** on all cash and liquidity.

This chart shows actual interest rate quotes on a \$5,000,000 investment as of 9/10/2024:

\$5.0m @ 4.65% = **\$ 232,500** 1 year earnings

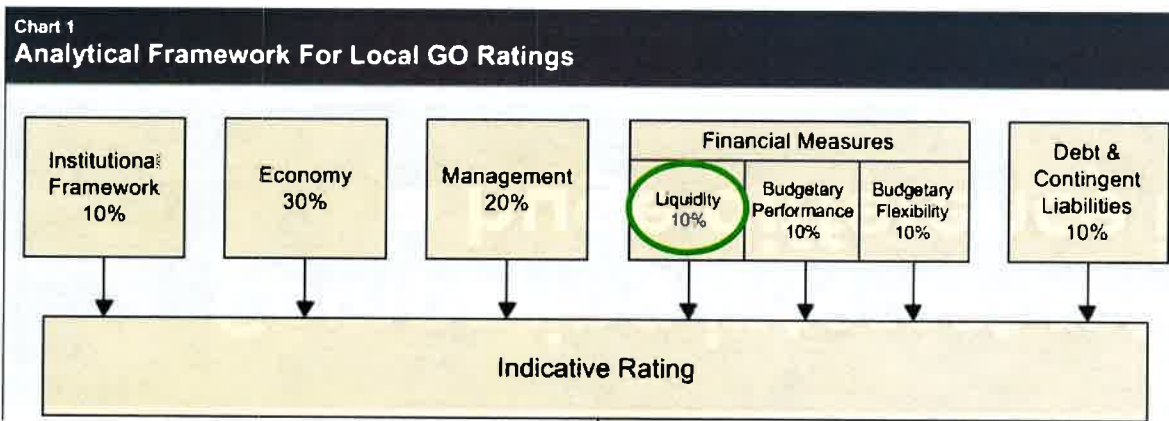
\$5.0m @ 2.75% = **\$ 137,500** 1 year earnings

\$ 95,000 = Net addl revenue on just *one investment!*

cashvest.
by three+one

Additional benefits: Ratings agencies and auditors value liquidity data

- **Ratings agencies value liquidity data** because it reduces risk. Lower risk equals lower interest rates and reduced borrowing costs for the municipality. Liquidity data makes up 10% of the framework for municipal credit ratings at S&P, Fitch, and Moody's.
- **Auditors value liquidity data** because it is critical for effective cash management and for responsibly maximizing interest earnings on public funds - a fiduciary obligation.



We are proud to be endorsed by COAT, TCSA, and NACo and would be honored to add Anderson County to our list of success stories.



TENNESSEE COUNTY SERVICES ASSOCIATION
Serving county mayors, county commissioners & county highway officials since 1954

Bill Cherry
Director of Public Partnerships
wec@threeplusone.us
(585) 484-0311 x709





three+one
and
Anderson County, TN



I. Professional Services Agreement:

This professional services agreement (“Agreement”) is entered into and is between Anderson County, TN (“the Entity”) and three+one. After the first year, this contract is eligible for renewal or continuation of services at the Entity’s discretion.

II. Scope of Services:

The Entity is retaining three+one for cashVest® Liquidity & Treasury Analysis Services.

A. Initial and quarterly cashVest liquidity analysis will:

- Provide liquidity management data that pinpoints the time value of the Entity’s cash in the marketplace.
- Monitor, review, and report on all financial institution accounts for which data is received by three+one.
- Assist the Entity to prepare for short-term cash management by providing stress tests/algorithmic simulations on all cash.
- Analyze the Entity’s liquidity proficiency to continually prepare the Entity to earn and save the most possible without sacrificing safety or liquidity.
- Ensure appropriate and competitive pricing is being received from financial partners pertinent to the facilitation of cash management.
- Assist the Entity in garnering preferred deposit rates with its banking provider(s).
- Monitor and analyze the Entity’s bank billing analysis statement(s).
- Clearly define next steps and recommendations to uncover new sources of value on identified strategic liquidity.
- Conduct a review of the Entity’s Investment Policy Statement (IPS).
- Hold an interview (60 to 90 minutes in duration) with key staff members in order to understand back-office processes to aid in providing actionable recommendations.
- Provide a Quarterly cashVest score and report.

B. three+one’s cashVest services provides the Entity with:

- View quarterly summary of all cash performance across all Entity banking relationships on one platform.
- Tailored rate analysis and strategic cash progress.
- Ability to compare investment yields and charts.
- Access to opportunity cost in the financial marketplace, providing transparency for the Entity to obtain competitively priced bank products.
- Ongoing benchmark rates in the market.



C. three+one would be provided the following data from the Entity:

- View only [inquiry] access to your online banking portal(s) where three+one will aggregate:
 - 12 to 24 months of bank statements and via .PDF and or .CSV format (dependent on the availability of transaction data from the bank portal).
 - 12 months of bank analysis statements in .PDF format.
- .CSV and/or BAI2 Transaction File Access via SFTP connection.
- EDI 822 Analysis Statement Access via SFTP connection.
- Your most current Investment Policy Statement (IPS), if not available online.
- Your Annual Comprehensive Financial Report (ACFR), if not available online.
- Your current year's approved budget, if not available online.

III. Privacy/Confidentiality

three+one will not license, sell, rent, share, or trade client personal identifiable data with third parties without prior consent, unless required by applicable law or as necessary, in three+one's sole discretion, to perform the Services. three+one may collect client personal identifiable data in conjunction for use of the Services. three+one may share client personal identifiable data with third parties to the extent necessary to provide the Services. The Entity and three+one will comply with all laws and regulations that apply to the collection, use, transmission, storage, and disclosure, or destruction of confidential information. Both the Entity and three+one agree to hold the other party's information in strict confidence. Aggregated, anonymized data is used to enhance, add, and improve service offerings, and client outcomes in the financial marketplace. The Entity and three+one both agree to use all reasonable efforts to protect the unauthorized use or distribution of confidential information. three+one agrees to use the same degree of care to prevent disclosing any data to unauthorized third parties except such disclosure or access that will be permitted to perform the Services provided under this Agreement. The Entity may find any updated privacy statement for three+one on its website.

The Entity and three+one agree that the solutions provided to perform the Services are protected by U.S. copyright law and conventions. Both the Entity and three+one further agree that the technology used by them to carry out the Services, including liquidity data, models, graphics, trade secrets, distinctive tables, copyright, and other intellectual property, shall remain the property of three+one and be held as confidential by both parties. Both the Entity and three+one undertake not to use, copy, reproduce, alter or modify the contents or operation of any of these items need to perform and provide the Services and agree that neither they nor their employees, current or past, may reveal, market, hand over or sell any information related to the Agreement.

IV. Severability:

With reasonable cause, either party reserves the right to cancel this Agreement without obligation by giving 30 days written notice to the other party of the intent to terminate after the first full calendar year of services.



V. Financial Arrangements

The Entity agrees to pay an annual liquidity monitoring and reporting fee from inception of \$14,900. This annual fee will be billable in four equal quarterly installments of \$3,725 each, and shall include all cashVest liquidity monitoring and data analysis services as well as access to all online financial tools. Should the Entity subsequently decide to engage our services to perform a full request-for-proposals on government banking services, our 'bank rfpPrep' service will be offered at a discounted rate as a cashVest client.

VI. Billing Installments

The first quarterly liquidity monitoring and reporting fee shall be due after the initial cashVest analysis is presented.

If three+one does not show at least a 1-to-1 benefit through its cashVest initial analysis compared to the proposed annual fee for the Entity, the initial cashVest analysis will be provided at no cost with no further obligation.

Quotes and pricing terms are negotiated and may be unique to the Entity. Therefore, and except as otherwise required by law, the Entity hereby agrees to keep confidential all pricing, quotes, and invoiced amounts received from three+one.

Signatures:

_____ **Date:** _____

On behalf of Anderson County, TN

_____ **Date:** _____

Joseph R. Rulison, President
three+one
Tobey Village Office Park
180 Office Park Way
Pittsford, NY 14534

Robby Holbrook

Subject: FW: External: Finance Committee Meeting

From: Terry Frank <tfrank@andersoncountyttn.gov>
Sent: Wednesday, January 8, 2025 10:47 AM
To: Robby Holbrook <rholbrook@andersoncountyttn.gov>
Subject: Fw: External: Finance Committee Meeting

Director Holbrook,

Will you please add this to the Finance Agenda per request of Mr. Shelton?

Thank you!

Terry



Terry Frank
Anderson County Mayor
100 North Main Street, Suite 208
Clinton, Tennessee 37716
865-457-6200
tfrank@andersoncountyttn.gov

From: Tim Shelton <timshelton616@gmail.com>
Sent: Friday, January 3, 2025 5:02 PM
To: Terry Frank <tfrank@andersoncountyttn.gov>
Subject: External: Finance Committee Meeting

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor Frank,

Recently I was made aware of the latest Travel Policy and the absence of a waiver process for distance. At one time our travel policy allowed the Mayor to make certain exceptions based on particular circumstances. On rare occasions county officials will need to attend Annual Conferences in Knoxville which is within the 50 mile radius. Currently our policy will not allow for overnight stay for these conferences, however, most of these conferences include round table discussions that take place later in the evening during down time. Being absent from these meetings prevents the input from the Anderson County Elected Official thus negating the views of Anderson County Government. For this reason I am requesting the Finance Committee review the policy and discuss the possibility of reinstating this clause in the current policy. I am happy to attend the meeting to express these views to the other members and look forward to the meaningful discussions.

Thank you for your time and attention in this matter.

Yours truly,

Tim Shelton

Mileage as shown by a reputable on-line mapping system will be regarded as official. A copy of the route and mileage calculation must be submitted with the travel claim.

13.7 Rental Vehicles: Charges for automobile rental shall not be allowed unless specific written authorization is secured in advance from the Finance Director.

13.8 Parking Charges: Necessary charges for airport, hotel, and meeting location parking are allowed. Receipts for parking must be submitted for reimbursement. If self-parking options are available and practical, they must be utilized.

The county is not responsible for any parking or traffic violation tickets or citations. Daily parking fees for employees working at their official workstation are not allowed.

13.9 Vicinity Mileage: Vicinity Mileage authorized by the department head, elected official or agency leader may be claimed under the following conditions:

- (a) If a personal vehicle has been authorized in the routine or periodic performance of county duties, employees shall be reimbursed at the standard mileage rate established annually by the Internal Revenue Service.
- (b) Only mileage for official county business may be claimed for reimbursement and it must be treated in accordance with Internal Revenue Service regulations.
- (c) A mileage expense form, with a detailed account of mileage claimed, must be submitted to the Finance Department.

Section 13.10 Lodging and Meals: Reimbursement for lodging expenses are subject to the following conditions:

- (a) Travel must be authorized in advance by the appropriate department head, elected official, agency leader, or their designee.



(b) Lodging expenses are allowed only when overnight travel is required beyond a fifty (50) mile distance of the employee's official station.

(c) The most economical and practical lodging option should be chosen.

(d) When employees share a hotel room, only one employee should claim the room cost on their expense report. Each employee should make a notation on their expense report indicating the employee(s) with whom the room was shared.

The per diem allowance for meals is \$50.00 per day as follows:

- Breakfast \$10.00
- Lunch \$15.00
- Dinner \$25.00

To claim breakfast per diem, travel must begin before 6:00 a.m. To claim dinner per diem, the traveler must return after 7:00 p.m.

Per Diem for lunch is not allowed unless overnight travel is involved or is beyond a fifty (50) mile distance of the employee's official workstation.

Section 13.11 Miscellaneous: Expenditures for entertainment (employee or others), snacks, laundry, valet service, room service, etc., are personal charges and will not be allowed.

Section 13.12 Travel Advances: Travel advances shall be made as follows:

(a) The request for a travel advance should be sent to the Finance Director at least five (5) business days prior to the departure date.

(b) Supporting documentation (meeting agendas, hotel and airline pricing, etc.) must be supplied with the request. 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.

Chapter 13

Comprehensive Travel Regulations

Section 13.1 General: Travel may not be undertaken unless it is authorized in advance by the appropriate department head, elected official, agency leader or their designee.

Approved county travel expenses are paid on the basis travel advances and/or reimbursement of out-of-pocket costs incurred for necessary business expenses. All eligible expenses are subject to the limitations and conditions set forth herein. Limits on travel expenses are maximum amounts above which reimbursements cannot be made.

When traveling on county business, employees should be as cost-efficient and economical as circumstances permit.

Travel shall be by the most direct and efficient route possible. Individuals traveling by an indirect route are responsible for any additional expenses incurred.

The department head, elected official or agency leader shall designate the official workstation of an employee. The official workstation is the location at which the employee spends the majority of their working time. Mileage reimbursement shall be calculated from, and back to, the employee's official workstation.

If an employee begins, and/or ends, their trip at their residence without stopping at their official workstation, total reimbursable mileage will be the lesser of the distance from the employee's residence to, and/or from, their destination. If the total mileage to, and/or from, their residence is less than the total mileage to, and/or from, their workstation, no mileage reimbursement may be claimed.

Section 13.2 Claims for Reimbursement of Travel Expenses: Claims for reimbursement of travel expenses must be submitted no later than thirty (30) days after completion of the travel. Claims submitted after this period must provide a written explanation for the delay and may be approved or denied at the discretion of the Finance Director.

The standard Travel Expense Report form, the standard Mileage Expense Report form, or other forms as approved by the Finance Director, shall be used for all travel-related expense claims. Reimbursement of all travel-related expense claims by any other method is not allowed.

Each traveler must file a separate report for expense reimbursement. Travel claims shall be typed, or in ink, and signed by the employee and their supervisor. All signatures on claims for reimbursement must be original. No stamped signatures will be permitted.

Full conference and meeting agendas, if applicable, and supporting itemized receipts must be attached to the Travel Expense Report form when submitted. Itemized receipts are required for all expenses except for per-diem items.

No reimbursement will be made for State of TN sales tax. Traveling employees should obtain a copy of the State of Tennessee Sales and Use Tax Exemption form from the Finance Department prior to making their travel arrangements.

Expenses for books, supplies, postage, or other items that do not constitute actual travel expenses should not be made a part of the travel expense claim.

Section 13.3 Air Travel: The use of commercial 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. The fare must not exceed the regular coach fare charged to the general public. Advantage of advance purchase, round trip, and discount rates must be taken when available. Original documentation of transportation travel expenses, such as receipts, ticket stubs, or boarding passes, must accompany the expense claim when submitted for reimbursement.

Shuttle service to and from airports should be used when available and practical.

If an individual travels by common carrier (e.g., commercial airlines), reasonable ride-share or taxi fares are allowed for necessary local transportation.

Section 13.4 Vehicle Insurance: Each department head, elected official or agency leader shall be responsible for ensuring that employees authorized to use county, personal, or rental vehicles on county business must have a current copy of the employee's valid driver's license and proof of insurance on file.

If a county employee is transporting any other person in a personal vehicle on approved travel, a copy of the insurance certificate issued to the insured indicating liability limits of at least \$100,000/300,000/50,000 is required.

Section 13.5 County Vehicles: County-owned vehicles should be used only for official business. Elected officials and employees should make use of county-owned vehicles whenever practical.

When transportation is by county-owned vehicle, necessary tolls, parking, gasoline, and automobile repair bills are allowable. Detailed receipts must be submitted for reimbursement.

Section 13.6 Personal Vehicles: Each department head, elected official or agency leader shall be responsible for ensuring that the use of personally owned vehicles is properly limited to working conditions which are such that the use of a county-owned vehicle is impossible or impractical.

Employees authorized to use their personal vehicle for business travel should submit for reimbursement based on the standard mileage rate allowance as established annually by the Internal Revenue Service. This allowance covers the cost of all operating expenses such as gas, oil, and repairs. No separate claims for such items are allowed.

- (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 Finance Department for deposit as a credit against the original advance.

- (d) Each employee requesting a travel advance for the first time must sign a “Travel Advance Acknowledgement form”. This form confirms the employee's understanding of the advance policy and their agreement to comply with its terms, including the procedure for returning any unused portion of the advance. This ensures that the county has a formal agreement from the employee regarding the handling of travel advances and establishes a clear process for the recovery of the advance in the event of termination of employment or failure to submit a finalized travel claim. The deduction from payroll will be used as a last resort in the event all other efforts to collect the advance have failed.

Special arrangements should be made in advance with the Finance Director 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 workstation for more than one week.

These rules and regulations supersede and rescind all previous travel regulations approved by the Anderson County Board of County Commissioners.

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.

Anderson County Travel Policy

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

Anderson County Travel Policy

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.

Anderson County Travel Policy

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