

# TRAVEL POLICY AND FORM REVIEW

Presented to the Board of County  
Commissioners September 24, 2019



# Internal Audit- Travel & Expense Audit

Audit has been reviewing the County  
Manager's Office/Board of County  
Commissioners travel policies and  
procedures



## Main Findings/Recommendations:

Update the County  
Manager's Office  
department-specific  
travel policy

Travel forms are not  
being turned in on time  
to finance by the Board

In-person training is  
needed for the whole  
department

# Travel Policy Highlights: BOCC Specific

Before travel is approved, you and the County Manager need to ensure that:

1. The trip is necessary;
2. Business value will be derived from it;
3. Funds are available in the budget; and
4. Expenses charged are reasonable and reported accurately

All travel requests must be authorized in advance.  
Travel requests must be turned in at least 10 Business Days before travel.

Travelers must keep all receipts, except for meals.

# Completed Form Due-Dates

- Travelers are expected to submit the completed Travel Expense Report within 4 business days of the end of the trip.
  - Please allow for processing time and be mindful of turning in forms ASAP
  - The 4 days includes getting all required signatures from the County Manager
  - This ensures that Finance gets the documents in time to hit their 10-day processing deadlines



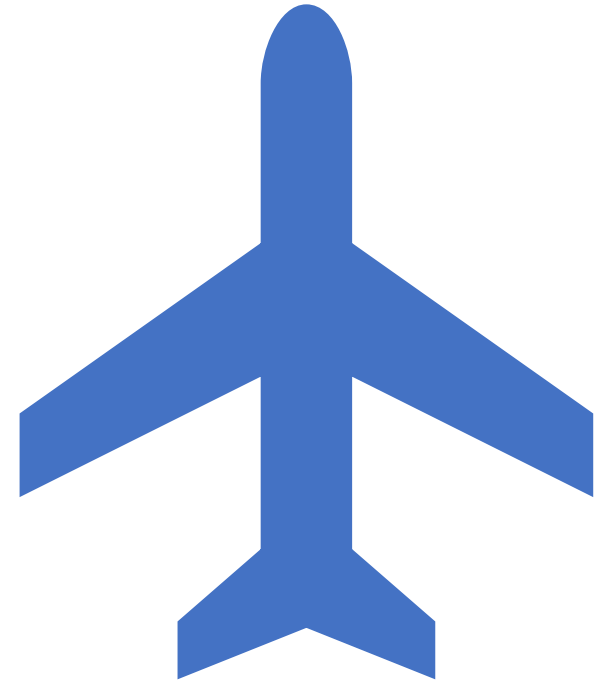
# Assistance with Forms

- Board Support Assistants will be able to assist with completing the travel requests and actuals forms.
- Payments are processed and reimbursements issued by Finance usually within a week.



## Do you need to avoid paying for training/travel yourself?

- Remember, all transportation can be booked through the County's AAA membership (does have an extra fee).
- Departmental P-Cards can pay for registrations
- You can also use your personal travel P-card.
- Be sure to talk with the Board Support Assistants as needed.



# A NOTE ON TRAVEL P-CARDS

- If you have a p-card- please familiarize yourself with what you can/cannot use it for.
- NOTABLE CANNOTS:
  - UBER/LYFT \*\*Can be charged to the P-Card, but Don't allow the vendors to store information
  - Local (Charlotte) Bus Passes
  - Gasoline for personal vehicles
  - **ANY FOOD/BEVERAGE**
  - AIRBNB or other private rental
  - Professional Organization dues (unless included with conference registration)
  - Any local (Charlotte) parking that isn't Airport Parking
  - Local (Mecklenburg County) Training registration- this should be departmental P-Cards

# Questions?

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