

**INDIAN RIVER COUNTY
INTER-OFFICE MEMORANDUM
OFFICE OF MANAGEMENT AND BUDGET**

TO: Members of the Board of County Commissioners
DATE: July 31, 2017
THROUGH: Jason E. Brown, County Administrator
FROM: Michael Smykowski *MS*
Director, Office of Management & Budget
SUBJECT: Indian River County Travel Policy

Background

County employees travel in state and out of state to represent Indian River County on official county business or to attend professional development/training courses. Currently, Indian River County does not have a formal travel policy, but abides by the travel reimbursement guidelines outlined in Florida Statute 112.061. Adoption of a formal written travel policy provides a framework to help employees understand and follow the County's travel reimbursement process.

Funding

There is no specific fiscal impact associated with this travel policy. The policy provides a framework for reimbursements to employees that incurred travel expenses while on official county business. Travel expenses are funded from individual employee's respective departmental budgets.

Staff Recommendation

Staff recommends that the Board approve the proposed Indian River County Travel Policy and incorporate into the Administrative Policy Manual.

Attachment:

Proposed Indian River County Travel Policy

APPROVED AGENDA ITEM:

FOR: August 15, 2017