



BUNCOMBE COUNTY GOVERNMENT
FINANCIAL ACCOUNTABILITY INITIATIVE
CHANGE SUMMARY
4/3/2018

Policy Area in Review: Travel

OVERVIEW

The purpose of this document is to summarize the major changes to the existing county Travel policy.

SUMMARY OF RECOMMENDATIONS

Change Type	Description of Change	Issue Addressed
Additions	Added statement about considering the amount of work time missed when deciding on how to travel	Impact to operations
	Defined "Department Director"	Language was used in policy but not defined
	Added approval of Department Director and Asst County Mgr to county manager for foreign travel; deleted outdated website reference regarding foreign per diems	More oversight of this condition
	In personal vehicle section, added statement stressing preference for county vehicle or rental for out of county travel;	Generally, use of county vehicles or rental vehicles will be less cost to the county than personal vehicles if traveling over 100 miles per day
	Add section on Commissioners and Board Appointed Positions	Requested oversight by Chairman
Deletions	Deleted references to Lawson	These are procedures and will be defined in Travel Procedures once Workday is live
	Deleted hardcoded references to outdated GSA per diem	Out of date
	Deleted definitions of "away from home"	This was not relevant as it discussed meals that were NOT overnight
	Deleted specific statements about how many county commissioners or county employees may travel on the same place	No basis for rule
	Deleted paragraphs related to 120 miles per day for county vehicles and left discretion to Department Director or designee	Clarity; Impact to operations
	Deleted references to 120 miles per day in rental vehicle section	Arbitrary reference
	Deleted references to 120 miles and partial reimbursement	Impact to operations
Revisions	Overview was reworded for clarity	
	Slight wording changes under Lodging heading.	Clarity
	Reworded language around lodging and transportation	Clarity
	Delineated reimbursement for local mileage for staff who travel regularly for County Business and those that do not	Clarity