

(ATTACHMENT TO RESOLUTION NO. 224-2012

Columbia County Travel Policy Amendments

June 13, 2012

- 1) Pg. 1- After the seventh bulleted item listed a bullet will be added stating “For purposes of this policy a “timely manner” shall be within one monthly warrant distribution cycle”
- 2) Pg. 1 – Last bulleted Item will be amended to include “and/or Conferences”
- 3) Pg. 2 – Department Head responsibility Section. A bullet will be added stating “Review this Travel Policy at least annually in order to keep abreast of policy changes and per diem rates”
- 4) Pg. 2- Supervisor’s Responsibility will be amended to “Department Supervisor’s Responsibility”
- 5) Pg. 3 – Fraudulent Claims: First sentence will be amended to read “Employees, including **Department Supervisors**, who knowingly misrepresent the facts concerning travel for official business,”
- 6) Pg. 5 – A sentence will be added “The form specifically used for tax exemption of hotel rooms in New York State (ST-129) can be found on the County’s public server in the Travel Policy folder”
- 7) Pg. 7 – Air Transportation paragraph will be amended to read “If an employee must purchase commercial airline tickets with a personal credit card for emergency reasons such as inclement weather, or mechanical failure, the passenger’s portion of the airline ticket or the original transportation receipt must be submitted with the employee voucher. Boarding passes alone are not acceptable”
- 8) A list of updated Per Diem Rates from the Federal Government will be attached to the policy annually.