SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Amended and Restated Sumter County Board of County Commissioners Travel Policy and Procedures (Staff Recommends Approval).

REQUESTED ACTION: **Staff Recommends Approval**

Meeting Type: Regular Meeting **DATE OF MEETING:** **4/28/2020**

CONTRACT: ☐ N/A Vendor/Entity:
Effective Date: Termination Date:
Managing Division / Dept: **Purchasing**

BUDGET IMPACT:
FUNDING SOURCE:
Type: N/A **EXPENDITURE ACCOUNT:**

HISTORY/FACTS/ISSUES:

On August 13, 2013, the Sumter County Board of County Commissioners (BOCC) approved the Sumter County Travel Policy and Procedures which addressed the use of County and personal vehicles, travel advances and reimbursement of expenses. In an effort to ensure that proper travel and reimbursement procedures are followed by any person who is conducting business on behalf of the BOCC, the Travel Policy and Procedures have been amended and restated.

Significant amendments include:

* Procedures for travel related requests;
* Procedures for travel reimbursements.

Staff is recommending that the amended and restated Travel Policy and Procedures be approved.

Prepared by: **Becky Segrest** **Grammarly Check** ☒