



### 3. Travel Policy

*Please consider the following:*

- a. The current policy is attached (pg. 7).*
- b. A survey of regional travel policies is attached (pg. 11).*
- c. GSA rate schedules are attached (pg.12).*
- d. The board should decide whether detailed receipts should be required for meals and incidentals. Previous discussions lean "yes". Federal Regs say only if over \$75. Commonwealth says no.*
- e. If it is determined that receipts for meals and incidentals should be required, the board should decide:*
  - i. Whether the applicable GSA per diem rate should be reimbursed regardless of the receipt amount,*  
*or*
  - ii. Whether the actual receipt amount should be reimbursed but only up to the GSA per diem rate.*
- f. The board should consider modifying the current policy concerning day travel. Section 19.4 states that meals for day travel are generally not reimbursable. However, the GSA policy to which we make reference is to reimburse day travel meals at 75% of the GSA meal rate. This latter method is preferred because there are instances of clearly valid day travel meal expenses (ex. Deputy transports patient to Waynesboro between 4 and 8 pm). State regs make a law enforcement exception.*
- g. The board should decide whether: meal and incidental expenses should be reimbursed to the employee, or whether a credit card can be used for these expenses. The problems associated with the credit card have been discussed, and if this method of meal reimbursement is permitted, a mechanism for recouping overcharges under item c, above, should be determined (ex. Dock pay, restrict further credit card use, dock future travel reimbursements).*
- h. The board should clarify whether airplane travel, and hotel reservations not directly connected to a conference, should be arranged centrally, as opposed to individual departments, to ensure the best rates.*
- i. Some limitation on room charges (room service, snacks, and restaurant meals) was discussed in August, and bears further discussion.*
- j. Regardless of decisions made on the above, it will be very important to communicate to all employees in advance how the policy will be enforced going forward. Employees need to understand that it is their responsibility to seek valid reimbursements only, rather than making claims that go through all approval levels before being denied by Accounts Payable.*

Tom Judge reviewed the issues and recommendation. Emily Johnson answered questions from the Board during the course of its discussion. Highlights include:

- Reimbursement for daily meals may be taxable. The Chair deferred discussion pending further research.
- The goal is to establish one County policy going forward.
- Sharon Keeler, Treasurer, expressed her preference for the requirement of receipts.
- Chairman Hobert expressed his preference for receipts and reimbursement no greater than the dollar amount spent. He expressed his support for the Fauquier County reimbursement up

to the per diem; however, he stated that if there were consensus the other way he would go along with it.

- Sheriff Roper expressed support for per diem. He advised that multiple members of staff spend considerable man-hours tracking meal receipts that in some cases might be only a few dollars. He further informed the Board that deputies, by statute, were reimbursed for meals on day trips.
- Chuck Bishop, Superintendent, indicated that he believed the School Board would have difficulty foregoing receipts. He also suggested selecting a reasonable per diem.
- David Ash opined that processing per diem payments was clearly easier but acceptance of the proposed policy depended upon whether the governing bodies would be satisfied without receipts. He recommended setting a daily rate instead of a by meal rate.
- Emily Johnson commented that some localities reimburse per diem for overnight trips and by receipt for day trips.

Following discussion, **David Ash, seconded by Sharon Keeler, moved to confirm the policy and to revise to D. with “yes” requiring receipts and that those receipts be reimbursed up to the GSA per diem rates as referenced in E.ii. and that the day trip meals be reimbursed up to individual meal up to the GSA rate for the community in which it is involved.**

**Further, the motion was to add a policy provision which enabled identified account manager review to provide and allow for those situations that may reasonably exceed the limit.**

Chairman Hobert called for further discussion.

Chuck Bishop sought clarification as to which office was responsible for adjusting the reimbursement for meals provided at a meeting or conference, meals that exceed the limit, etc.

Tom Judge advised that the adjustment should be made by the person requesting the reimbursement; but, if not adjusted prior to receipt, it would ultimately be the responsibility of Joint Administrative Services. He encouraged familiarizing employees with the process.

Emily Johnson added that the policy would be communicated to all employees and the reimbursement form revised.

Chuck Bishop remarked that he could not support the motion as presented because the GSA rate was too much of a moving target for his comfort level.

Chairman Hobert suggested amending the motion to accommodate agreed upon rate or rates.

Chuck Bishop expressed agreement with the suggested amendment.

Tom Judge offered the following rate Tiers depending on jurisdictions wherein the cost was incurred, to be identified by JAS as a part of the policy:

Tier	Breakfast	Lunch	Dinner	Daily Limit
1	\$10	\$10	\$20	\$40
2	\$10	\$15	\$25	\$50

Chairman Hobert asked to review the revised policy amendments and request for reimbursement form at the next meeting.

Tom Judge asked for review of Items G, H, and I.

Chairman Hobert interpreted as follows:

Item G: Overcharges will be recouped up to and including payroll deduction and that the policy be made clear on the form and in staff meetings

Item H: Discretion and authority be given to department managers.

Tom Judge clarified that County staff can make travel arrangements through the Purchasing Department.

Item I: Room service is tied to meals and subject to daily caps.

**David Ash accepted the amendment to add tiers as set forth and further moved subject to approval at the October 27 Joint Administrative Services meeting after reviewing the policy change drafted in response to the Board's direction. The motion carried by the following vote:**

David Ash	-	Aye
Chuck Bishop	-	Aye
J. Michael Hobert	-	Aye
Sharon Keeler	-	Aye
Charles "Chip" Schutte	-	Absent

#### 4. ERP Update

a. *Employee Communication distributed.*

b. *Chart of Accounts successfully loaded to new system:*

i. *Will permit revenue/expenditure match by function (ex. Swimming Pool or Lord Fairfax Tuition payments).*

ii. *Combines four systems into one: Finance, Treasury, Social Services, and School Activity Funds.*

iii. *Will permit tracking of projects (ex. International Baccalaureate or Historic Preservation Grant) without addition or continuance of accounts.*

iv. *Consolidates object codes (one object code for travel instead of separate mileage, travel, and convention codes).*

v. Will permit tracking and reporting of overlapping grants: some grants are recurring (Title I or V-Stop) but each has separate terms and conditions. Much of this is currently managed by separate keying to spreadsheets to maintain proper accounting (no longer necessary).

VI. Account structure conforms to Auditor of Public Accounts and DOE standards permitting timely and less costly reporting.

c. Sessions on conversion of finance data Tuesday-Friday of this week.

d. Forms (checks, invoices, statements) definition Tuesday of next week.

Since the last meeting there has been two days of Chart of Accounts training and development, and one half day of Cloud Administration training.

There was also a meeting with Social Services to set up a chart of accounts for CCSS and CSA.

This week there will be two days of training on System Administration, and next week two days of training on Security and Workflow administration.

We plan to complete the Chart of Accounts draft by mid-September in advance of the annual financial audit. Board members should now have access to the Sharepoint site on which the project plan and calendar are laid out.

Tom Judge briefly summarized the items above.

#### 5. Director Performance Evaluation.

The JAS Director performance evaluation, by past practice, is due by the end of the calendar year. This has previously been undertaken by a collaborative effort of the County Administrator and School Superintendent then shared with the Board in closed session.

Chairman Hobert asked Chuck Bishop and David Ash to move forward with Mr. Judge's annual evaluation.

#### 6. Set Next Meeting

The next regularly scheduled meeting is set for Monday, October 27, 2014.

#### 7. Adjournment

At 2:12 pm, Chairman Hobert adjourned the meeting.

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Minutes Recorded and Transcribed by: Lora B. Walburn