

Franklin County Public Health

Resolution 24-150

Policy D-00014 Travel

9/10/24

Purpose

- Review and revision due in 2023
- Review with Franklin County Board of Commissioners policy was completed to ensure policy was consistent with county wide guidelines and to assist with submissions for reimbursements to the Franklin County Auditor

Summary of Amendments

- Rationale now includes prior approval for all travel requests include Health Commissioner and Director of Finance and Business Operations. This process will be completed after the request has been processed for approval from the employee to the Director and then forwarded to the Director of Finance and Business Operations and Health Commissioner.
- All references to working with a travel agent have been removed. This process became obsolete after the agency travel agent ended their services with FCPH and another travel agent could not be acquired.
- Travel form requirement for in county registrations with no expenses except registration has been removed per guidance from the Franklin County Auditor
- Links to forms required to be completed have been added to the policy for easier access to the correct forms for completion.
- Improved guidance has been added for mileage reimbursement guidelines including a flow chart that depicts the commute rule when requesting reimbursement. This is to ensure that reimbursement for a daily commute which may be to our agency office from an employee's residence or the first round trip of the day from the employee's residence when working form home are not compensated for mileage reimbursement.