

**BOARD OF COUNTY COMMISSIONERS  
COUNTY OF KITTITAS  
STATE OF WASHINGTON**

**RESOLUTION**

**NO.: 2013- 057**

**IN THE MATTER OF UPDATING THE TRAVEL POLICIES MANUAL**

- WHEREAS: Kittitas County has established a "Travel Policies Manual" under the authority of the Board of County Commissioners; and
- WHEREAS: the Board of County Commissioners, Auditor's Office, and the Human Resource Department are committed to maintaining a current and updated "Travel Policies Manual"; and
- WHEREAS: the following are revisions to be made to the "Travel Policies Manual":

ITEM #	POLICY TITLE	ACTION
1-8	Travel Authorization	Revision to policy language

NOW, THEREFORE BE IT RESOLVED: that the above revisions are part of the "Travel Policies Manual" for Kittitas County, as indicated on the attachments.

ADOPTED this 7<sup>th</sup> day of May, 2013.

ATTEST:

CLERK OF THE BOARD

Julie A. Kjerfsvik



**BOARD OF COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

Obie O'Brien, Chairman

Paul Jewell, Vice-Chairman

Gary Berndt, Commissioner

## (1-8) TRAVEL AUTHORIZATION

### Quick Links

Revision Date: 05/07/13

- [Return to Table of Contents](#)

- A. Travel Authorization approved in advance by the Board of County Commissioners will be required for all travel that requires a budget amendment.
- B. The travel authorization form is available on the forms directory of CAMAS ("[Travel Authorization](#)").
  1. The expense of training/travel may be subject to reimbursement by the employee if they leave employment within a specific period of time following the event. In that event a "Training Reimbursement Agreement" will be completed.
- C. All Out-of-State prisoner transport is exempted from the requirement for travel authorization.

## (1-8) TRAVEL AUTHORIZATION

### Quick Links

Revision Date: 01/01/0605/07/13

- [Return to Table of Contents](#)

~~A.~~ Travel Authorization approved in advance by the Board of County Commissioners will be required for all travel that requires a budget amendment county employees under the following situations:

~~1.~~ For all out-of-state travel:

~~B.A.~~ If the total cost including meals, lodging, mileage, registration and incidental expenses will exceed \$1,000.00 per person.

~~C.B.~~ The travel authorization form is available on the forms directory of CAMAS ("Travel Authorization").

1. The expense of training/travel may be subject to reimbursement by the employee if they leave employment within a specific period of time following the event. In that event a "Training Reimbursement Agreement" will be completed.

~~D.C.~~ All Out-of-State prisoner transport is exempted from the requirement for travel authorization.