

# Kittitas County Human Resources

## Agenda Staff Report

**AGENDA DATE:**

5/7/2013

**ACTION REQUESTED:**

Request to Approve a Resolution Updating Travel Policy 1-8, Travel Authorization

**BACKGROUND:**

Kittitas County maintains a Travel Policy Manual which is adopted by the Board of County Commissioners.

Interest was expressed by the Board and members of Management Team in revising the policy to only require Board approval for travel that required a budget amendment. Current policy requires a Department Head or Elected Official to obtain permission from the Board for all travel that occurs out of state, as well as any travel that exceeds \$1,000 (including registration, meals, lodging, and incidental expenses).

The Board of County Commissioners believes if the department's budget has funds to support the travel expense then approval is not necessary. This will enhance efficiency for the Board as well as staff.

**INTERACTION:**

Board of County Commissioners  
Judy Pless, Budget & Finance Manager  
Lisa Young, HR Director  
Kittitas County Management Team

**RECOMMENDATION:**

HR recommends approval of the attached Resolution amending the Travel Authorization Policy.

**HANDLING:**

Please return one original to HR.

**LEAD STAFF:**

Lisa Young