

ORDER NO: 2012 0235

COURT ORDER

16

DATE: February 7, 2012

STATE OF TEXAS

COUNTY OF DALLAS

BE IT REMEMBERED, at a regular meeting of the Commissioners Court of Dallas County, Texas, held on the 7th day of February, 2012, on motion made by John Wiley Price, Commissioner of District No. 3, and seconded by Dr. Elba Garcia, Commissioner of District No. 4, the following Order was adopted:

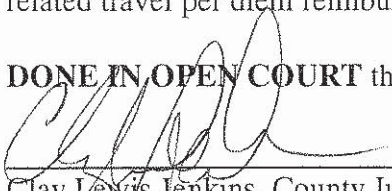
WHEREAS, on January 24, 2012, the Dallas County Commissioners Court was briefed by the Office of Budget and Evaluation concerning updating the current county travel policy, Chapter 86 Personnel and Employment – Article V. Travel Policy Section 86-711 Section (K) Travel and Mileage Reimbursement Policy; and

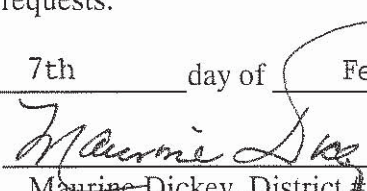
WHEREAS, the current policy states *Receipts are not required for per diem meals. For travel requiring an overnight stay. The full meal per diem reimbursement may be requested without receipts for each out-of county overnight stay. For travel requiring an overnight stay, the full meal per diem reimbursement may be requested without receipts for each out-of county overnight stay. If no overnight stay is incurred (i.e., two day/one overnight trip or a single day trip), partial per diem may be requested without receipts or full allowance with receipts may be requested. Receipts for lodging and air transportation are required as part of the reimbursement document. Acknowledgment of county-paid air transportation is also required;* and

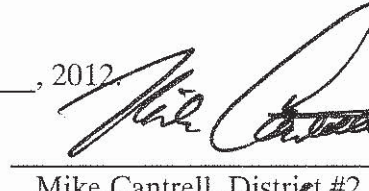
WHEREAS, the updated policy to read, *Itemized receipts are required for food with daily cap at per diem rates. If no overnight stay is incurred (i.e., two day/one overnight trip or a single day trip), partial day reimbursement may be requested with itemized receipts. Receipts for lodging and air transportation are required as part of the reimbursement document. Acknowledgment of county - paid air transportation is also required.*

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED that the Dallas County Commissioners Court authorize the recommended update to the Chapter 86 Personnel and Employment – Article V. Travel Policy Section 86-711 Section (K) Travel and Mileage Reimbursement Policy requiring itemized receipts for all county related travel per diem reimbursement requests.

DONE IN OPEN COURT this the 7th day of February, 2012.


Clay Lewis Jenkins, County Judge


Maurine Dickey, District #1


Mike Cantrell, District #2


John Wiley Price, District #3


Dr. Elba Garcia, District #4

Recommended by: Ry-Brown
Ryan Brown, Budget Officer