

COURT ORDER

ORDER NO: 2012-0972

DATE: June 5, 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 5th day of June, 2012, on motion made by Mike Cantrell, Commissioner of District No. 2, and seconded by John Wiley Price, Commissioner of District No. 3, the following Order was adopted:

WHEREAS, on May 29, 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 Sections (b) and (f) Travel and Mileage Reimbursement Policy; and

WHEREAS, the current policy states **Section b)** Even though travel funds have been appropriated in the fiscal budget, prior approval of the Commissioners Court must be obtained for conference and out-of-county business travel that is not paid from a DDA or from legislative travel, subsection (j) of this section. See subsection (i) of this section. All requests for non DDA travel funds must receive prior approval by the Commissioners Court before the date of travel. A travel request form no. 251 (exhibit CA) must be completed and submitted to the commissioners court administrator's office prior to noon Wednesday in order to be considered on the following Tuesday.

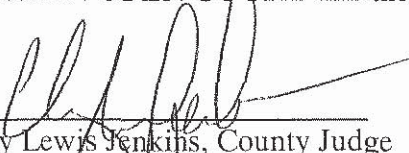
Section f) 2230-DDA spendable balance: To reimburse county employees for travel funded through the department's DDA account for out-of-pocket expenses such as hotel bills, meals, tips and conference registration fees associated with professional development. DDA travel is dependent on funds available and does not require specific approval by the Commissioners Court (see DDA guidelines).; and

WHEREAS, the updated policy to read, **Section b)** Even though travel funds have been appropriated in the fiscal budget, prior approval of the Commissioners Court must be obtained for conference and out-of-county business travel *including travel paid from DDA, but not paid* from legislative travel, subsection (j) of this section. See subsection (i) of this section. *All requests for travel including DDA* funds must receive prior approval by the Commissioners Court before the date of travel. A travel request form no. 251 (exhibit CA) must be completed and submitted to the Office of Budget and Evaluation prior to noon Tuesday in order to be considered on the following Tuesday.

Section f) 2230-DDA spendable balance: To reimburse county employees for travel funded through the department's DDA account for out-of-pocket expenses such as hotel bills, meals, tips and conference registration fees associated with professional development. DDA travel is dependent on funds available and *does require approval* by the Commissioners Court (see DDA guidelines).

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 (b) and (f) Travel and Mileage Reimbursement Policy requiring that *all requests for travel including DDA funds must be briefed to the Commissioners Court.*


DONE IN OPEN COURT this the 5th day of June, 2012.



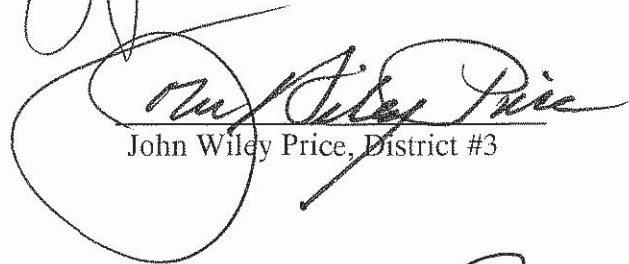
Clay Lewis Jenkins, County Judge

ABSENT

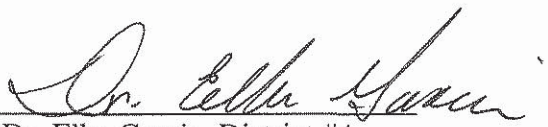
Maurine Dickey, District #1



Mike Cantrell, District #2



John Wiley Price, District #3



Dr. Elba Garcia, District #4

Recommended by: Ry-Brown
Ryan Brown, Budget Officer