

## Travel Policy



Board of Supervisors (Adopted February 26, 2019)

- a) Official travel subject to County funding by any member of the Board of Supervisors must be submitted via a spend plan to be approved by a majority of the Board of Supervisors prior to the adoption of the operational budget. Each Supervisor will provide their spend plan to the Board for consideration, to include location, duration, purpose, benefit to the County and an estimated cost for each expected travel occurrence. The spend plans will be discussed for adoption or denial during a budget work session. This process is to provide full transparency to the public on Supervisor travels for engagement with our local, regional, and national partners.
- b) A Supervisor travel budget spending cap must be adopted by the BoS for each fiscal year. Should the cap be exhausted, any future travel subject to County funds must be previously approved by a majority of the Board of Supervisors during a regular meeting of the Board. Justification of said travel shall be provided to the Board in a public forum for full transparency to the public. In the event travel is not pre-approved by BoS consensus, said travel, if conducted, is not subject to reimbursement.
- c) The Board of Supervisors will also appoint an elected official to serve as a liaison to the Virginia Association of Counties (VACO) and the National Association of Counties (NACO). This position, by nature, will require additional travel outside the region and additional costs incurred. While the associated travel with this role may be significantly higher than the travel plans of other Supervisors, the liaison's travel will remain subject to the spend plan and process as outlined above.