



COLLIN COUNTY

Auditor's Office
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To: Honorable County Judge and Commissioners
From: Jeff May, County Auditor
Date: September 26, 2013
Re: New Travel Policy

Please consider adopting the attached travel policy to go into effect January 1, 2014. This policy has three significant changes from the previous policy:

1. The policy requires all air travel to be purchased through a portal provided by the contracted travel agency (currently ARTA travel),
2. The policy changes the way employees are reimbursed for meals related to overnight travel. Payments will be made for meals on a per diem based system instead of submitting receipts for meals and being paid actual costs, and
3. The policy separates policy and procedures allowing the County Auditor to make changes to the procedures and forms as needed to enforce the policy.