

RESOLUTION NO. 24-06

A RESOLUTION TO ADOPT AMENDMENTS TO THE TRAVEL AND TRAVEL REIMBURSEMENT POLICY

WHEREAS, the Board of Directors of the Jefferson County Public Transportation Benefit Area d.b.a. Jefferson Transit Authority (“Board”) is responsible for establishing and maintaining an updated Travel and Travel Reimbursement Policy consistent with state and federal laws and ensures the responsible use of taxpayer dollars.

WHEREAS, the Board adopted a Travel and Travel Reimbursement Policy in 1985, and it was revised in 2007, 2012, and 2016; and

WHEREAS, The current Travel and Travel Reimbursement Policy was updated to add clarifying language to ‘Amenities and Meals’, and ‘Agency Determined Meal Periods for Travel Reimbursement’ to refine reimbursable expenses; and

WHEREAS, clarifying language was added to clarify reimbursements for ‘Overnight Travel’ and ‘Non-Overnight Travel’ in accordance with OFM and GSA guidelines; and

WHEREAS, clarifying language was added to the policy to prioritize the use of agency vehicles when traveling on official agency business, and clarify “Non-Jefferson Transit” Employees Traveling with Jefferson Transit Employees’; and

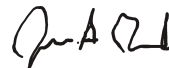
WHEREAS, clarifying language was added to reflect the current JTA Drug and Alcohol policy;

NOW, THEREFORE, BE IT RESOLVED the Board does hereby adopt the amended Travel and Travel Reimbursement Policy

ADOPTED by the Jefferson Transit Authority Board of the Jefferson County Public Transportation Benefit Area at a regular meeting thereof, held this 16th day of April 2024.



Chair



Vice Chair

Attest:



Clerk of the Board

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Adopted April 16, 2024