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COUNTY DEPARTMENT AGENDA REQUEST

Department/Division: Finance

Department Head: Mary S. Holland

Presenter, if needed: Mary S. Holland

Preferred Meeting Date: Wednesday, January 2, 2008

TOPIC:

Authorization to adjust the county's travel expense reimbursement amount for traveling on official county business.

Background/History/Details:

Provisions for adjusting the travel expense reimbursement rate are stipulated in the county's policy on travel, transportation, and allowances, as revised on March 7, 2007. The policy covers county employees, non-county employees, elected officials, and others in the performance of official county business. Current reimbursement for use of a private vehicle is 39.77 cents per mile, based on 82% of the IRS calendar year 2007 rate of 48.5 cents. The proposed rate is 41.41 cents per mile, based on 82% of the calendar year 2008 IRS rate of 50.5 cents.

What action are you seeking from the Board of Commissioners?

Authorization to increase the travel reimbursement rate from the current 39.77 cents per mile to 41.41 cents per mile.

If this item requires funding, please describe:

Has this issue come before the Commissioners in the past? No

If so, when?

Do you need audio-visual for the presentation? No

STAFF USE ONLY

Wording for the Agenda:

Approval of an increase in the 2008 mileage reimbursement travel rate for use of a private vehicle from 39.77 cents per mile to 41.41cents per mile, in accordance with the County's Travel Policy which governs employees travelling on official county business.

(•) Finance Review Complete ( ) Legal Review Complete (•) Administrative Staff Review Complete

Administrator's Approval Yes

Confirmed Meeting Date Wednesday, January 2, 2008

( ) Recognition/ Presentation ( ) Public Hearing ( ) Old Business ( ) New Business (•) Consent ( ) Report ( ) Other

Fayette County GEORGIA

Where Quality Is A Lifestyle

To: Mary S. Holland

From: Ted L. Burgess

Date: December 10, 2007

Subject: Update of Travel Mileage Reimbursement Rate

Each year the Internal Revenue Service (IRS) conducts a survey of fixed and variable costs of operating an automobile. They prospectively update the mileage reimbursement rates that individuals can claim for business-related purposes in the upcoming year, based on the results of the survey. The IRS rate set for calendar year 2007 was 48.5 cents. The calendar year 2008 rate will be 50.5 cents.

Fayette County's travel regulations, as updated March 7, 2007 stipulate that, "when an employee chooses to use his/her own vehicle in lieu of a county-owned vehicle, the employee will be reimbursed at 82% of the established IRS rate for business miles." This set the county's travel reimbursement rate at 39.77 cents for calendar year 2007. It is requested that the rate be updated to 82% of the new IRS rate for calendar year 2008, which will be 41.41 cents.

The total amount reimbursed for miles driven in fiscal year 2007 is estimated to be about $10,000. The cost of this mileage rate update would then be about $400.