COUNTY DEPARTMENT AGENDA REQUEST

Department:	Finance	Presenter(s):	Mary S. Holland
Meeting Date:	Thursday, January 27, 2011	Type of Request:	Consent

Wording for the Agenda:

Approval of staff's recommendation to adjust the county's mileage expense reimbursement rate from 41 cents per mile to 41.82 cents per mile, effective January 1, 2011, in accordance with the County's established Travel Policy.

Background/History/Details:

The County's Travel Policy (March 7, 2007) addresses travel by privately owned vehicles (POV) by employees who must travel on official county business. The Policy states that if an employee chooses to travel in his/her POV, the reimbursement for mileage shall be an amount equivalent to 82% of the current standard business rate paid by the Internal Revenue Service. The rate applied in 2010 was 41 cents per mile based on 82% of the IRS's rate of 50 cents per mile. The IRS has announced that its 2011 standard business mileage rate effective Jan 1, 2011 will be 51 cents per mile.

The county's rate of 82% of 51 cents is 41.82 cents per mile. Staff is recommending adoption of the 41.82 cents per mile reimbursement rate for business travel, effective January 1, 2011.

What action are you seeking from the Board of Commissioners?

Motion to authorize payment of 2011 business travel mileage reimbursements at a rate of 41.82 cents per mile, effective January 1, 2011, in accordance with the County's established Travel Policy.

If this item requires funding, please describe:

Departments with employees who must travel on official county business budget for this expense each year.

Has this issue come before the Commissioners in the past?	Yes	If so, when?	Annually
Do you need audio-visual for the presentation?	No	Back-up Material Submitted?	No

STAFF USE ONLY

Approved by Finance	Yes	Reviewed by Legal	Yes
Approved by Purchasing	Not Applicable	Approved by County Clerk	Yes
Administrator's Approval			

Staff Notes: