



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: August 27, 2025

Department: Legal Counsel

Title: Travel Policy Update

Management Update/Work Session Date: August 5, 2025 Audio/Visual aids ☐

Time Required: 5 mins Contact: Steve Elzinga Phone: 503-588-5220

Requested Action: Update Policy 908, Reimbursement of Miscellaneous Travel Expenses

Issue, Description & Background: Marion County's travel policy has not been updated since 1996 and is significantly outdated. Legal Counsel was asked to work with other departments to update the policy. A draft update was submitted to the Compensation Board for independent review. The Compensation Board recommended several changes. The proposed policy changes will reduce administrative burdens and simplify travel-related reimbursement by (1) allowing meal/incidental per diem at federal GSA rates instead of processing individual transactions or submitting receipts and (2) recognizing that de minimus credit card points are part of compensation. Both changes are based on similar policies at Lane County, which is the most similarly sized peer county.

Financial Impacts: Fiscal impact is undetermined but expected to be minimal.

Impacts to Department & External Agencies: The Finance Department is expected to have improved processing efficiency that will free up some staff time.

List of attachments: Policy 908 Revised 8/2025

Presenter: Steve Elzinga

Department Head Signature: Steve Elzinga Digitally signed by Steve Elzinga Date: 2025.08.11 11:57:16 -07'00'

BEFORE THE BOARD OF COMMISSIONERS
FOR MARION COUNTY, OREGON

In the Matter of Updating)
Administrative Policy 908)

ORDER No.

This matter came before the Marion County Board of Commissioners at its regularly scheduled public meeting on August 27, 2025, to consider approval of changes to Marion County Policy.

WHEREAS, Marion County Policy 908 has not been updated since 1996 and is significantly outdated;

WHEREAS, a draft of updates to Marion County Policy 908 was independently reviewed by the Compensation Review Board, which made several changes before recommending approval;

WHEREAS, the updates will reduce administrative burdens and simplify travel-related reimbursement;

WHEREAS, the updates are based on similar policies at Lane County, which is the most similarly sized peer county;

IT IS HEREBY ORDERED that that the updated Marion County Administrative Policy 908 is hereby adopted.

DATED at Salem, Oregon the 27th day of August, 2025.

MARION COUNTY BOARD OF COMMISSIONERS

Chair

Commissioner

Commissioner

SECTION:	Purchasing	POLICY #:	908
TITLE:	Reimbursement of Miscellaneous Travel Expenses	PROCEDURE #:	
DEPT:	Finance	ORDER #:	95-12
ADOPTED:	2/1995	REVIEWED:	REVISIED: 8/2025

PURPOSE: This establishes policy and procedure concerning reimbursement of miscellaneous travel expenses not expressly covered in bargaining agreements.

AUTHORITY: The Marion County Board of Commissioners may establish rules and regulations in reference to managing the interest and business of the county under ORS 203.010, 203.035, 203.111, and 203.230.

The Marion County Board of Commissioners expresses the governing body's official, organizational position on fundamental issues or specific repetitive situations through formally adopted, written policy statements. The policy statements serve to provide rules for public officials on the conduct of county business.

The Marion County Board of Commissioners' Administrative Policies and Procedures manual outlines the forms and process through which the board takes formal action on administrative policy. It is the official record of county administrative policy.

POLICY GUIDELINES:

- a. Miscellaneous travel expenses may include but are not limited to parking fees, transport fees, tips, baggage handling fees, service charges and any expense not specifically paid on transportation tickets and hotel invoices.
- b. Bargaining agreements define authorized reimbursements for mileage rate, air and train fare, and meals and lodging.
- c. Employees who are not members of a bargaining unit shall be reimbursed at the same rates, fares and costs of expenses as Marion County Employee Association, Unit 6.
- d. Miscellaneous travel expenses allowances shall be:
 - 1) Where it is customary to leave a tip for a served meals or other travel services, the tip shall be reimbursed at a reasonable amount.
 - 2) When services are received and no invoice or receipt is available, the department head or

elected official shall approve a written request from the employee on the appropriate Finance Department form identifying the service, when & where the service was received and why an invoice or receipt are not available.

- e. Travel reimbursement requests shall be submitted to the Board of Commissioners, elected official or department head or assigned designee within 90 days of completing the travel. Failure to request within 90 days or prior to the closure of the fiscal year will result in forfeiture of the claim.
- f. During approved travel related to County business, meals and incidentals will be paid for by either a procurement card or a per diem rate. The option chosen will apply to the entire trip. (Tips and gratuities for meals are included as part of the per diem rate.) If the per diem rate is not used, detailed original receipts are required for all meals when using a procurement card. The per diem rate is the rate established by the U.S. Government General Services Administration (GSA) for government travel. This rate is determined by city, county and state traveled to and can be obtained at <http://www.gsa.gov/perdiem>. When using the per diem rate, it is the responsibility of the employee or department to attach documentation on the allowable GSA rate to the request for reimbursement.
- g. All de minimis travel benefits, including but not limited to credit card points; mileage points for air travel, lodging, and car rental; and other similar de minimis rewards; are part of the employee's de minimis benefits. A de minimis benefit is one for which, considering its value and the frequency with which it is provided, has so little value that accounting for it would be unreasonable or administratively impracticable.

EXCEPTIONS:

Exceptions to matters not dictated by statute may only be granted by the board of commissioners or the Chief Administrative Officer.

IMPLEMENTATION:

The Board of Commissioners' Office is responsible for implementing this policy and assuring compliance by county departments.

PERIODIC REVIEW:

This policy shall be reviewed by the Board of Commissioners' Office at least every three years, or more often if needed, and updated as necessary.

Adopted: 2/95

Revised: 8/2025