

STATE OF GEORGIA

COUNTY OF CLAYTON

RESOLUTION NO. 2023-136

A RESOLUTION AUTHORIZING THE IMPLEMENTATION OF A COUNTYWIDE TRAVEL POLICY FOR CLAYTON COUNTY EMPLOYEES; TO AUTHORIZE THE CHAIRMAN TO PERFORM ALL ACTS NECESSARY TO ACCOMPLISH THE INTENT OF THIS RESOLUTION; TO AUTHORIZE THE CHIEF FINANCIAL OFFICER TO PERFORM ALL ACTS NECESSARY TO ACCOMPLISH THE INTENT OF THE RESOLUTION; TO PROVIDE AN EFFECTIVE DATE OF THIS RESOLUTION; AND FOR OTHER PURPOSES.

WHEREAS, Clayton County (“the County”) engaged Mauldin & Jenkins to conduct an objective assessment of the travel and training expenses incurred by County employees and officials from July 1, 2018 through July 31, 2022; and

WHEREAS, following the conclusion of the assessment, Mauldin & Jenkins auditors opined that the County’s travel policy was simultaneously too vague in areas and too specific in areas, resulting in travel expense advances and reimbursements inconsistent with common and/or leading government travel policies; and

WHEREAS, the Clayton County Board of Commissioners (“the Board”) tasked the Chief Financial Officer and Finance Department to update the County’s travel policy to ensure fiscal accountability for employees and officials who travel for training and education; and

WHEREAS, the Chief Financial Officer and Finance Department have presented an updated travel policy to the Board that sets procedures for booking, payment, and/or reimbursement of County employee and official air travel, ground transportation, lodging, meals, and incidental travel expenses; and

WHEREAS, the Travel Policy will provide guidelines to County employees and officials for payment of the aforementioned travel expenses in an efficient, cost-effective manner, and to enable employees and officials traveling for the County to successfully execute their travel requirements at the lowest reasonable costs, resulting in the best value for County; and

WHEREAS, the Travel Policy is based on travel industry best practices and with total cost management in mind; and

WHEREAS, the Board of Commissioners deems it in the best interest of Clayton County and the County will best be served by implementing a new Travel Policy for County employees and officials.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS
OF CLAYTON COUNTY, GEORGIA AND IT IS HEREBY RESOLVED


Section 1. The Board of Commissioners hereby authorizes the implementation of a Countywide Travel Policy for Clayton County employees and officials. The Travel Policy shall be in the form attached hereto as Exhibit A. The Board authorizes the Chairman to perform all acts necessary to carry out the intent of this Resolution. The Board further authorizes the Chief Financial Officer to otherwise perform all other acts necessary to accomplish the intent of this Resolution.

Section 2. This Resolution shall be effective on the date of its approval by the Board of Commissioners.

SO RESOLVED, this the 20th day of June, 2023.

{Signatures on the following page}

CLAYTON COUNTY BOARD OF COMMISSIONERS



JEFFREY E. TURNER, CHAIRMAN



FELICIA FRANKLIN, VICE-CHAIR



ALEKA ANDERSON, COMMISSIONER



GAIL HAMBRICK, COMMISSIONER



DEMONT DAVIS, COMMISSIONER

ATTEST:



COURTNEY RUSHIN, CLERK