
**BOARD OF COUNTY COMMISSIONERS
HILLSBOROUGH COUNTY
TAMPA, FLORIDA 33601**

BOARD POLICY - SECTION NUMBER: 01.20.00.00

Subject: **TRAVEL APPROVAL FOR THE COUNTY
ADMINISTRATOR, COUNTY ATTORNEY,
AND COUNTY INTERNAL AUDITOR &
LISTING OF TRAVEL ON THE BOCC
AGENDA**

Effective Date: **May 17, 2017**

Supersedes: **January 5, 2006**

PURPOSE

The purpose of this Travel Approval policy is to provide a mechanism for approval of the travel of the three officials appointed by the Board of County Commissioners: the County Administrator, the County Attorney, and the County Internal Auditor. In addition, this policy shall implement a process for listing of county paid travel on the agenda for the County Administrator, the County Attorney, the County Internal Auditor, and any member of a Board or Council.

POLICY STATEMENT

When seeking to travel on county business paid for by county dollars, the County Administrator, County Attorney, and County Internal Auditor shall prepare travel forms as any other County employee and shall have them approved by the Chairman of the Board of County Commissioners. If the Chairman is unavailable, the Vice-Chairman and Chaplain are also authorized to approve and sign such forms. Should there be any objection to the form prepared, the matter may be immediately scheduled by the traveler for discussion and approval at the next noticed meeting of the Board of County Commissioners.

The destination, purpose, and expenditure amount of any County paid travel by the County Administrator, County Attorney, County Internal Auditor or member of a Board or Council shall be listed under an appropriate Consent Section of the BOCC Regular Meeting Agenda following such travel for receipt and filing.

OVERSIGHT RESPONSIBILITY: It is the responsibility of the County Administrator, the County Attorney, and the County Internal Auditor to implement this policy.

Approved by: **Board of County Commissioners**
Approval Date: **May 17, 2017**