

POLICY NO. 3 (ADVANCE APPROVAL OF EXPENSES FOR VARIOUS
CONFERENCES, ETC. BY COUNTY OFFICIALS AND
DEPARTMENT HEADS)

All elected/appointed officials of the County are to appear before the Commission to request approval for expenses for attending various associational conferences, etc. rather than asking the Clerk or a member of the Commission to present requests.

This policy is to further comply with State Department of Examiners of Public Accounts recommendation that all expenses be approved in advance, with actual amounts being reimbursed after proper presentation of claim for actual expenses.

ADOPTED this 14th day of February, 1995.