

Travel Pay to Employees and/or Officials.

This is in reference to those employees or officials who receive a monthly travel allowance as part of their salary.

The current practice (no actual policy) is that we pay the employee or official the rate set by commissioner's court, on the second payroll of each month for the upcoming month.

Proposed changes and explanation:

1. I would like to pay the travel allowance in two payments, instead of the current one payment per month.
2. Additionally, I would like to pay the travel allowance in the current month of work, instead of paying for travel a month in advance, which is our practice.
 - a. This would eliminate the use of the current year's actual budget dollars from being spent for the new budget year.
 - i. Meaning currently, we pay the travel allowance for January of each year in the preceding month in the preceding year, or December of the previous year.
 - ii. LGCode 111.010 (b)
3. The date or time in which employee or official started working would determine the amount the employee or official would receive. Example:
 - a. An Employee or Official who starts working in the first pay period of the month, would receive half of the first month's travel allowance during the first pay period. This would be followed up by the second half being paid in the second pay period. Keeping the allowance in the current pay period for that time worked.
 - i. Currently, if an employee who receives travel leaves county employment in the middle of the next month, and they have already been paid for their allowance. To eliminate the need to request the money be paid back, my thought is to pay in the current month and not in advance.
 - b. The employee or official would receive ½ of the travel allowance in the second pay period for the current month.

Current Practice:

Jan.	Feb.	Mar.
Starts working on 1/1 – 1 st payroll, On Second Payroll, receives Travel for Feb.	During second payroll, receives Travel for March.	During second payroll, receives Travel for April.

Proposed Policy & Practice:

Jan.	Feb.	Mar.
Starts working on 1/1 – 1 st payroll rec's ½ of current/Jan. month travel. On Second Payroll, receives remaining ½ of travel for Jan.	1 st payroll rec's ½ of current/Feb. month travel. On Second Payroll, receives remaining ½ of travel for Feb.	1 st payroll rec's ½ of current/March. month travel. On Second Payroll, receives remaining ½ of travel for March.