

TO: ALL COUNTY PERSONNEL
FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR
PREPARED BY: COUNTY ADMINISTRATION
SUBJECT: BOARDS, COMMISSIONS AND TASK FORCES - EXPENSE
PAYMENTS
PPM #: CW-O-038

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ISSUE DATE
MARCH 12, 1991
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EFFECTIVE DATE
MARCH 12, 1991
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PURPOSE:

To set County policy concerning payment of expenses incurred by members of Advisory Boards, Commissions and Task Forces.

AUTHORITY:

Board of County Commissioners Resolution No. R-91-321

POLICY:

It is the policy of the Board of County Commissioners that members of Boards, Commissions or Task Forces that are appointed by the Board shall neither receive compensation nor be reimbursed for expenses incurred in performing their duties as a member except in the following circumstances:

1. Members will be reimbursed for travel expenses when such travel meets the following criteria.
 - a. Travel is directly fulfilling the responsibilities as a member of the Board, Commission or Task Force;
 - b. Travel is required outside the geographical area of Palm Beach County.
 - c. Sufficient funds have been budgeted are available in the liaison department's budget for travel expenses for members of Boards, Commissions or Task Forces; and
 - d. The travel has been approved by the Board of County Commissioners prior to the expenses being incurred.

2. Expenses incurred by members of Boards, Commissions, and Task Forces shall not be reimbursed by the County except for long distance phone calls that are too the liaison department. Request for reimbursement of long distance phone calls shall include a copy of the members phone bill which identifies the phone number of the liaison department.



ROBERT WEISMAN
COUNTY ADMINISTRATOR