

TO: ALL COUNTY PERSONNEL

**FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR**

PREPARED BY: OFFICE OF FINANCIAL MANAGEMENT AND BUDGET (OFMB)

**SUBJECT: BOARDS, COMMISSIONS AND TASK FORCES - EXPENSE
PAYMENTS**

PPM #: CW-O-038

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<u>ISSUE DATE</u>	<u>EFFECTIVE DATE</u>
March 11, 2024	March 11, 2024

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PURPOSE:

To set County policy concerning compensation or reimbursement of expenses incurred by members of Advisory Boards, Commissions and Task Forces in performing their duties.

UPDATES:

Future updates to this PPM are the responsibility of the Director of OFMB.

AUTHORITY:

Board of County Commissioners Resolution No. R-91-321, as may be amended
Board of County Commissioners Resolution No. R-2010-1941, as may be amended
PPM CW-F-009 – Travel, as may be amended
Florida Statutes, Section 112.061, as may be amended

POLICY:

It is the policy of the Board of County Commissioners (BCC) 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 and are available in the liaison department's budget for travel expenses for members of Boards, Commissions or Task Forces;
- d. The travel has been approved by the BCC or by the County Administrator or Deputy County Administrator prior to the expenses being incurred; and
- e. All reimbursements shall be in accordance with the BCC's adopted PPM on travel expenditures (CW-F-009) and Florida Statutes, Section 112.061.



VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Supersession History

- 1. PPM# CW-O-038, effective 03/12/91
- 2. PPM# CW-O-038, effective 05/13/11
- 3. PPM# CW-O-038, effective 04/06/16