

AGENDA REQUEST FORM

**Return completed form and complete agenda item to the Clerk of the Board
Yakima County Commissioners' Office, Room 232**

Prepared by:
Charles Ross

Department: Auditor

Requested Agenda Date: Next Available

Presenting: Charles Ross

Document Title:

Yakima County Business Expense Reimbursement Policy - Effective date of adoption.

Board of County Commissioners Record Assigned

076 - 2020

APPROVED FOR AGENDA:

Consent Regular
Board of County Commissioners Determined

Action Requested: *Check Applicable Box*

PASS RESOLUTION EXECUTE or AMEND **AGREEMENT CONTRACT** or GRANT
 ISSUE PROCLAMATION PASS ORDINANCE OTHER _____

Describe Fiscal Impact:

This is a modification to current policy and has variable fiscal impact depending on divisional use of this policy and department head authorization.

Background Information:


This is the updated travel and business expense reimbursement policy and supporting forms to be implemented in preparation for Workday. I recommend this policy become effective on the date of adoption.

Summary & Recommendation:

I recommend adoption of this policy and the 6 supporting forms. This policy will replace all other previously adopted policies.

Motion:

Department Head/ Elected Official


Signature

AGREEMENT Attached Is Approved as to Form
Corporate Counsel Initial _____

Late Agenda Requests Require BOCC Chairman Signature:
