Legislation Details (With Text)

File #:	17-1886	**Version:** 1	**Name:**	Cook County Travel and Business Expense Policy and Procedures
Type:	Report		**Status:**	Filed
File created:	2/16/2017		**In control:**	Board of Commissioners
On agenda:	3/8/2017		**Final action:**	3/8/2017
Title:	REPORT			

Department: Bureau of Administration

Report Title: Cook County Travel and Business Expense Policy and Procedures

Report Period: 2016

Summary: The County of Cook has a fiduciary responsibility to ensure County resources are used responsibly and that individuals do not incur inappropriate or excessive expenses, or gain financially from the County. As such, all persons who travel on behalf of the County are fiscally responsible and accountable for all County expenditures.

The purpose of the County's travel and business expense policy and procedures is to provide guidelines for payment of authorized travel expenses in an efficient, cost effective manner, and to enable County travelers to successfully execute their local and non-local travel requirements at the lowest reasonable costs, resulting in the best value for the County.

The Cook County travel and business expense policy and procedures, and all associated requirements, applies to all County employees and all County officials, whether elected or appointed, who incur travel or business expenses while conducting official business on behalf of the County.

Sponsors:

Indexes: (Inactive) MARTHA MARTINEZ, Chief Administrative Officer, Bureau of Administration

Code sections:

Attachments: 1. Travel and Business Expenses Policy and Procedures (Updated Proposed Final Draft)2-21-17

Date	Ver.	Action By	Action	Result
3/8/2017	1	Board of Commissioners	receive and file	Pass

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