

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE AGENDA
Wednesday, January 12, 2011
1:30 PM
700 W. State Street, 4th floor

1. Approve minutes from December 15, 2010 meeting.
2. Mode and Route of Travel - Marsi and Dave
3. Set Agenda for February 9, 2011 meeting

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE MINUTES

Wednesday, January 12, 2011

1:30 pm

Present:

Merideth Hackney, SCO
Don Berg, LSO
Dave Jensen, Dept. of Finance
Marsi Woody, ISP
Lisa Johnson, Lands
Jennifer Bonilla, SCO

Absent:

David Fulkerson, DFM
Tony Faraca, Liquor Division

1: Minutes

Dave Jensen moved to approve the minutes from the December 15, 2010 FPAC meeting. Marsi Woody seconded. Motion passed.

2: Review Mode and Route of Travel

Internet map sites have been added. Members discussed appropriate usage of state vehicles while on official state business.

Revisions to the paragraph on following laws/wearing seatbelts while in a state vehicle were also discussed. Record keeping on vehicle use will be added.

Section one will include state, personal and rental vehicles.

Don Berg recommended writing the beginning and ending odometer reading for more accurate mileage when traveling. There should a separate section detailing mileage reimbursement. A definition for vicinity travel will be added.

Policy should be first and then procedures.

Marsi will work on second draft for the next meeting.

3: February Agenda Items

Continue discussion on Mode and Route of Travel from Marsi and Dave. Lisa will prepare a first draft for preview of Duration of Travel and Status.

There was a brief discussion about changing the time and length of the FPAC meetings. Merideth will send an e-mail out to all members.

Meeting adjourned at 2:50 pm.

Next meeting: Wednesday February 9, 2011, 1:30 PM in the State Controller's Office, 4th Floor conference room A.

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE AGENDA
Wednesday, February 9, 2011
1:30 PM
700 W. State Street, 4th floor

1. Approve minutes from January 12, 2011 meeting.
2. Mode and Route of Travel (continued) - Marsi and Dave
3. Duration of Travel and Status – Lisa
4. Change of meeting time and length

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE MINUTES

Wednesday, February 9, 2011

1:30 pm

Present:

Don Berg, LSO
Merideth Hackney, SCO
David Fulkerson, DFM
Dave Jensen, Dept. of Finance
Marsi Woody, ISP
Jennifer Bonilla, SCO

Absent:

Lisa Johnson, Dept. of Lands
Tony Faraca, Liquor Division

1: Minutes

Dave Jensen moved to approve the Wednesday, January 12, 2011 FPAC meeting minutes. Merideth Hackney seconded. Motion passed.

2: Review Mode and Route of Travel

Marsi presented the revised draft for Mode and Route of Travel. Members discussed the following:

- a. Third paragraph describing expenses necessary and original receipts.
- b. Policy for selecting mode of travel – personal vehicle, state vehicle or rental.
- c. The policy should provide guidance for beginning travelers as well as experienced travelers.
- d. Exceptions granted by the approving authority.
- e. Consistency between employee/traveler. Selection of terms used.
- f. Policy should be followed by detailed procedure.

A FAQ, general information, or common issues should be added to each section.

Travel status needs to be defined.

Per diem/incidentals were briefly discussed. Limits should be established for certain items.

3. Meeting Change

Members discussed and agreed to change to the time of the FPAC meetings. Instead of meeting 1:30 to 3:00 pm, FPAC will meet 2:30 to 4:30. Day and location remain the same.

3: March Agenda Items

Duration of Travel and Status from Lisa Johnson

Next meeting: Wednesday March 9, 2011, 2:30 PM in the State Controller's Office, 4th Floor conference room A.

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE AGENDA
Wednesday, March 9, 2011
2:30 PM
700 W. State Street, 4th floor

1. Approve minutes from February 9, 2011 meeting.
2. Mode and Route of Travel (continued) - Marsi and Dave
3. Duration of Travel and Status – Lisa

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE MINUTES

Wednesday, March 9, 2011

2:30 pm

Present:

Don Berg, LSO
Merideth Hackney, SCO
David Fulkerson, DFM
Dave Jensen, Dept. of Finance
Marsi Woody, ISP

Absent:

Jennifer Bonilla, SCO
Tony Faraca, Liquor Division

1: Minutes

Dave Jensen moved to approve the Wednesday, February 9, 2011 FPAC meeting minutes. Marsi Woody seconded. Motion passed.

2: Review Mode and Route of Travel

Members began discussion on the second draft of Mode and Route of Travel.

The level of detail that should be contained in a statewide policy was discussed.

Dave introduced Oregon's policy. After some review and discussion the committee decided to review Oregon's policy in detail, compare key points to Idaho's current policy, and determine if Oregon's could be modified to fit our needs more easily than rewriting the entire policy. David Fulkerson will contact Oregon and request an electronic copy of their policy and distribute it to the committee. Each member with an existing assignment is asked to prepare their section using Oregon as a template.

3: May Agenda Items

Review Oregon policy changes

Next meeting: Due to scheduling conflicts with several members it was decided to cancel the April 13, 2011 meeting. Next meeting will be Wednesday May 11, 2011, 2:30 PM in the State Controller's Office, 4th Floor conference room A.

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE AGENDA
Wednesday, May 11, 2011
2:30 PM
700 W. State Street, 4th floor

1. Approve minutes from March 9, 2011 meeting.
2. Review Oregon policy changes

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE MINUTES

Wednesday, May 11, 2011

2:30 pm

Present:

Don Berg, LSO
Merideth Hackney, SCO
David Fulkerson, DFM
Dave Jensen, Dept. of Finance
Marsi Woody, ISP
Jennifer Bonilla, SCO
Lisa Johnson, Dept. of Lands

Absent:

Tony Faraca, Liquor Division

1: Minutes

Dave Jensen moved to approve the Wednesday, March 9, 2011 FPAC meeting minutes. Lisa Johnson seconded. Motion passed.

2: Review Oregon Travel Policies

Members discussed using the Oregon Travel Policies as a template for Idaho. Items to be added or changed are:

- Code Authority for Board of Examiners.
- Use an indexing structure.
- Remove telecommunication section.
- Individual Agencies may implement stricter policies.
- All cost associated with travel claimed/paid by the State must be documented and shall comply with these policies.
- Definitions
- Per-Diem is not reimbursement.
- Add casual meal section from current policy.
- Mode of Transportation.
- Meals charged to P-card require receipts.
- Timely submission of travel documents. No more than 30 days.

3: July Agenda Items

Review changes to Oregon Travel Policies template.

Next meeting: Due to scheduling conflicts with several members it was decided to cancel the June 8, 2011 meeting. Next meeting will be Wednesday July 13, 2011, 2:30 PM in the State Controller's Office, 4th Floor conference room A.

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE MINUTES

Wednesday, August 17, 2011

2:30 pm

Present:

Don Berg, LSO
Merideth Hackney, SCO
David Fulkerson, DFM
Dave Jensen, Dept. of Finance
Jennifer Bonilla, SCO

Absent:

Tony Faraca, Liquor Division
Marsi Woody, ISP
Lisa Johnson, Dept. of Lands

1: Minutes

Merideth Hackney moved to approve the Wednesday, May 11, 2011 FPAC meeting minutes. Dave Jensen seconded. Motion passed.

2: Discussion of Current Document – Oregon Travel Policies template

- Cost not who
- Non-state employee vs. contractor
- Third party agreements/payments for travel regardless of funding source can be no more than what State of Idaho allows for travel
- Formatting of current document needs to be cleaned up

3: September Agenda Items

- Every member is being asked to read and review the current document with notes, changes or ideas.
- Each member will be assigned a color to make changes/recommendations on the document

Next meeting: Next meeting will be Wednesday September 14, 2011, 2:30 PM in the State Controller's Office, 4th Floor conference room A.

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE MINUTES

Wednesday, October 12, 2011

2:30 pm

Present:

Marsi Woody, ISP
Merideth Hackney, SCO
David Fulkerson, DFM
Dave Jensen, Dept. of Finance
Jennifer Bonilla, SCO

Absent:

Tony Faraca, Liquor Division
Lisa Johnson, Dept. of Lands
Don Berg, LSO

1: Minutes

- Jennifer will send out the August meeting minutes for approval at the November meeting.

2: Idaho Code

- Restrictions for Agencies transferring funds to another agency. Mr. Berg was not present for the discussion.

3: Travel Policy Draft

- Members reviewed the travel policy draft sent by Mr. Berg. The color code idea discussed in August did not work as well as hoped.
- Travel Express should be used for travel with no reimbursable expenses (p-card, direct bill, etc.)
- Page 3, section A, move paragraph
- Section A-2 needs a definition for Idaho State Government Entity
- Under documentation: certification for agency's internal form. Merideth will follow up on internal agency policies which are on file at SCO.
- Gratuity: per diem with meals. Includes taxi, etc or should there be a cap amount for taxi gratuity?
- Travel vouchers need to include everything from travel.
- Incidental expenses
- Mode of Travel: back to approving authority, need to stick with one term and provide definition.
- Section C, Item 3: allowable in state reimbursable mileage for border cities.
- Section D, Item 1: commuting mileage statement
- Baggage Fees: 1 checked bag and 1 carry on unless otherwise requested/approved before travel.
- Page 9: Meal allowances when not in travel status. A separate policy for meeting meal allowances when not in travel status should be done.

Next meeting: Next meeting will be Wednesday November 9, 2011, 2:30 PM in the State Controller's Office, 4th Floor conference room A.

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE MINUTES

Wednesday, November 9, 2011

2:30 pm

Present:

Marsi Woody, ISP
Merideth Hackney, SCO
Dave Jensen, Dept. of Finance
Jennifer Bonilla, SCO
Don Berg, LSO
Lisa Johnson, Dept. of Lands

Absent:

Tony Faraca, Liquor Division
David Fulkerson, DFM

1: Minutes

- Dave Jensen moved to approve the August 2011 and October 2011 FPAC meeting minutes. Lisa Johnson seconded. Motion Passed.

2: Idaho Code

- Interfund transfers – currently being researched. This item is tabled for now.

3: Travel Policy Draft

- Section 4b: change costs to expenses and change in other sections.
- Changes to section 11c
- Rental Car – Considered state property once vehicle is rented?
- C 11: work related items – additional costs, especially airlines. Additional luggage costs as authorized by entity. One “personal” checked and one personal carry on bag.
- Coach areas or similar
- Review times for meal allowance
- 15% of meal allowance for gratuity
- State travel – state resources – frequent flyer miles

Next meeting: Next meeting will be Wednesday, December 14, 2011, 2:30 PM in the State Controller’s Office, 4th Floor conference room A.

STATEWIDE FISCAL POLICY ADVISORY COMMITTEE MINUTES

Wednesday, December 14, 2011

2:30 pm

Present:

Marsi Woody, ISP
Merideth Hackney, SCO
Dave Jensen, Dept. of Finance
Jennifer Bonilla, SCO
Don Berg, LSO
David Fulkerson, DFM

Absent:

Tony Faraca, Liquor Division
Lisa Johnson, Dept. of Lands

1: Minutes

- Don Berg moved to approve minutes from the November 9, 2011 FPAC meeting. Merideth Hackney seconded. Motion passed.

2: Idaho Code

- Interfund transfers – currently being researched. This item is tabled for now.

3: Partial Day Meal Allowance Travel Times

- Start and Stop time: changed draft from 6 pm to 7pm.
- Add “Partial Day” to Section C.

4: Discuss Current Draft of Travel Policy

- Payment methods/statement.
- P-card usage for travel/meals.
- Itemized receipts, especially meals.
- Baggage fees update
- Internet access on airlines may be allowed with proper approval beforehand and only for legitimate business only.
- Adjust meal allowance for in-state rates possibly.
- Commuting plan/policy.
- Non-allowable expenses.
- Meals at home state exemptions.
- K-7 comp time removed.
- H-2 other incentives removed.
- Section J – final approval removed.
- Other expenses not allowed wait for agency feedback.
- M-Definitions: work on when policy is closer to completion. Consistency through the document will help.
- Suggestion to use the same outline format used in current policy.

Next meeting: Next meeting will be Wednesday, January 11, 2012, 2:30 PM in the State Controller’s Office, 4th Floor conference room A.