

**RESOLUTION NO. 410**

**REQUESTING THE ALBANY COUNTY DEPARTMENT OF MANAGEMENT  
IN CONJUNCTION WITH THE ALBANY COUNTY COMPTROLLER TO  
ESTABLISH AN ALBANY COUNTY TRAVEL POLICY**

Introduced: 10/12/10

By Ms. Benedict:

WHEREAS, Albany County employees, for various reasons, are required to engage in County related business away from their home station, and

WHEREAS, County employment requires travel, that could include overnight accommodations, meals, and various means of travel, and

WHEREAS, The County of Albany does not have a comprehensive plan in place that details the policy and procedures of travel, now, therefore be it

RESOLVED, That Albany County shall establish an Albany County Travel Policy which shall be equivalent to the Office of the State Comptroller Travel Manual, and, be it further

RESOLVED, That the Albany County Travel Policy shall be established for all Albany County Departments and elected officials to follow, regardless of the position of the employee, and, be it further

RESOLVED, That the Albany County Travel Policy shall be established and in effect no later than 60 days from the passage of this Resolution, and, be it further

RESOLVED, That the Clerk of the Legislature is hereby directed to forward certified copies to the appropriate County Officials.

*Referred to Audit and Finance Committee. 10/12/10*