

**Minutes of the Meeting  
July 15, 2013**

The Durham County ABC Board met at the administrative office, 3620 Durham Chapel Hill Boulevard, on the 15<sup>th</sup> day of July 2013.

Board Chair, Kim Shaw, called the meeting to order at 5:30 p.m.

Board members Deirdre Guion, Erroll Reese and Kevin Nelson were present. General Manager Emily Page and Attorney George W. Miller, Jr. were also present. Perlie Davis, Support Services Director for Durham County ABC, was also in attendance. Other attendees included various members of the public. Appendix A includes the members of the public in attendance.

**Conflict of Interest Review and Declaration**

Ms. Shaw read the Board's Conflict of Interest Review and Declaration statement and asked Board members if they have an actual conflict or appearance of a conflict of interest with any items coming before the Board and, if so, does the Board member wish to recuse him or herself from deliberating and voting on the matter. All Board members present verbalized that they do not have any conflicts.

**Consent Items**

Consent agenda items included the Board Attendance Report, Adoption of Agenda, Minutes of June 17, 2013 Board Meeting and Minutes of June 28, 2013 Special Meeting.

Mr. Nelson motioned for the consent agenda items to be accepted. Mr. Reese seconded the motion and the Board approved without objection.

Ms. Shaw suggested that since there were members of the public visiting, that an opportunity for public comment be offered at this time so that anyone not desiring to stay for the entire meeting could have an opportunity to speak. All public attendees declined the opportunity to speak.

**General Business**

**Technology System Update**

Perlie Davis reported to the Board that DCABC is required to be PCI compliant to ensure network security for the Point of Sales (POS) system used in ABC stores and the administrative office. PCI certification entails a network security scan and self-assessment questionnaire, both of which DCABC must pass. DCABC's current POS system has many security safeguards which protect customer financial information; however, the current version of the POS software in use is not fully compliant. Therefore, a software upgrade is necessary for the POS system in order for PCI certification to be obtained. In order to upgrade the POS software, the accounting/ "back-end" system must also be upgraded in order for the systems to integrate. The estimated cost to upgrade both software systems is approximately \$48,000. The goal for conversion completion is by the end of September and before the busy holiday season.

Dr. Guion motioned to accept the presented recommendations to begin the PCI certification process with estimated costs. Mr. Reese seconded the motion and the Board approved without objection.

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### **Law Enforcement Report for June 2013**

The Board reviewed the report and had no questions regarding the activity. Ms. Page reported that, per Chief McMillan, the bank deposit process is still going well and that law enforcement conducted security system audits on all ABC store systems in June.

### **Financial Reports for June 2013**

Ms. Page noted from the financial reports that Durham County ABC's sales reflect a great year overall. For the month of June, total mixed beverage sales were slightly below last year.

Ms. Page reported on the final distributions made to the County and City of Durham. The County received a statutory distribution of \$684,754 and an additional amount of \$815,246 and the City received a statutory \$76,083 distribution with the additional amount of \$90,583.

Total sales for the month were \$2,104,120 which is an increase of 3.54% over last year and 12.35% over budget. Year-to-date sales were \$27,089,726 which is 7.42% over actual and 5.93% above budget.

Profit before distribution was \$183,442 for the month and \$2,290,915 year-to-date which is a 1,060.14% change over the same period last year and 50.34% increase over year-to-date last year.

After profit distributions, net income was (\$910,319) for the month which is an increase of 69.62% over the same period last year. The negative net income for the month of June reflects the payment of the additional distributions made to the County and City of Durham in the final month of the fiscal year. Year-to-date net income was \$495,516 which is an increase of 59.13% over last year.

### **FY2014 Proposed Travel Policy Review**

Ms. Page presented the proposed DCABC Travel Policy which is the same as the County of Durham's policy with appropriate changes in titles, forms, departments, etc. She reported that, by statute, DCABC must receive approval from the County to adopt their policy each year, otherwise, DCABC must use the State's travel policy. Ms. Page reported that the changes she recommends in sections 6.4 and 10.9 are for clarification purposes only and do not change the substance of the policy. She also noted that she is awaiting a response from the County regarding the language used in section 10.9 which appears that it should relate to the denial of first class travel. The recommendation is included as Appendix B.

Dr. Guion motioned to accept the Travel Policy with the assumption that item 10.9 relates to first class travel. Mr. Reese seconded the motion and the Board approved without objection.

### **Jury Service Policy Revision - Review**

Ms. Page presented to the Board an amended Jury Service Policy. The amended policy includes administrative leave time to store employees who are scheduled for jury duty and are informed the night prior to duty that they are not required to serve. The provision was added because other employees are scheduled to work in the store employees' anticipated absences. The amended policy outlines the proper protocol for store, warehouse, administrative and law enforcement staff to follow for jury duty or service as a witness. The recommendation is included as Appendix C.

Mr. Reese motioned to accept the revised Jury Service Policy. Dr. Guion seconded the motion and the Board approved without objection.

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### **Merit Bonus Distribution**

Ms. Page recommended that the 4% merit bonus budget be approved for distribution given the financial performance of the organization. Ms. Page clarified that the recommendation is for individual bonus amounts to be distributed based on individual performances, with the total amount allocated to all employees not exceeding the 4% budget that was established.

Mr. Reese motioned to approve the recommendation for the distribution of bonuses based on the budget. Mr. Nelson seconded the motion and the Board approved without objection.

### **Strategic Planning and General Manager's Report**

The Strategic Planning and General Manager's Report was provided in the Board meeting packet which was distributed prior to the meeting. Topics from the report that were discussed include:

- **Roxboro Road**

Ms. Page reported to the Board that a rooftop engineering firm has determined that the metal roof condensation issue can be rectified by installing insulation under the roof. The anticipated cost is \$53K which includes consulting fees of \$12K. \$75K is budgeted for repairs to Roxboro Road in FY2014.

Dr. Guion motioned for the Board to proceed with repairs to the roof as detailed in the General Manager's Report. Mr. Reese seconded the motion and the Board approved without objection.

Ms. Page reported that, after assessment, the most cost effective solution to repair the parking lot erosion issue is the "chip seal" method. The "chip seal" method is a short term solution lasting 5-10 years and the anticipated cost is \$17K - \$20K. A long term solution to consider in the future is tearing up the entire parking lot and repaving which is estimated to cost \$75K.

- **GovDeals.com**

Ms. Page reported that DCABC has signed a contract with GovDeals.com and training is scheduled for this week. The vehicles previously approved by the Board to be auctioned should be posted on the website by the end of the month.

- **Grant Program**

A meeting with grant recipients will be held on July 17, 2013 for the purpose of explaining the award receipt and reporting requirements. Based on performance, DCABC is required by statute to distribute \$128,300 in grant awards and the total distributions for FY2014 were \$128,732. Ms. Shaw requested a press release be developed naming grantees, dollar amounts awarded and explanation of how funds will be used as well as posting this information on the DCABC website.

- **Holloway Street Properties – Eminent Domain**

Ms. Page reported that the Agreements for Entry previously approved by the Board were signed and notarized by the Chair prior to the Board meeting this evening.

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- **Liquor Payment Process Proposal**

Ms. Page reported that NC ABC Commission is considering contracting with LB&B (the management company of the State liquor warehouse) to provide check writing services. DCABC may want to consider utilizing this service if it is determined that it is more cost efficient than the current process. Presently, local Boards write checks for payment when weekly liquor deliveries are received. A discussion to further evaluate the possible cost savings is on the agenda for the NC Association of ABC Boards conference.

**Other Business**

The Other Business Report was provided in the Board meeting packet which was distributed prior to the meeting. Topics from the report that were discussed include:

- The Board approved continuing its membership with the NC Association of ABC Boards.
- Ms. Page noted that the next quarterly Employee Recognition Event was tentatively scheduled for August 14. She suggested that, in lieu of the same type of event, employees would be very appreciative of a family event if it was possible. She mentioned family events are held by other public entities such as County of Durham departments and wanted clarification as to whether there is a law that prohibits such events since the ABC Commission had previously indicated that they are not allowed. Atty. Miller clarified that it is an ABC Commission Ruling therefore such events cannot be held.

After a general discussion, the Board agreed that the next employee appreciation event will be held on August 14, 2013 from 1:30 – 3:30 p.m. as planned.

- Ms. Page reported that all Board members are registered for the NC Association of ABC Boards summer conference. She reminded Board members that the conference hotel (Greensboro Sheraton at the Koury Convention Center) has a three-day cancellation policy. She also reminded the Board that travel expense reports with itemized receipts must be submitted within fifteen days of the end of travel.


**Closed Business**

Dr. Guion motioned for the Board to go into closed session per G.S. § 143-318.11(a): (3) consult with attorney and (6) personnel matters. Mr. Reese seconded the motion and the Board approved without objection.

**Adjournment**

The Board returned from closed session. Mr. Nelson made a motion to adjourn the meeting and Dr. Guion seconded the motion. The Board approved without objection.

Approved By: \_\_\_\_\_

  
Wayland Burton, Board Chair

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~~Durham County~~

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Durham County ABC Board - Visitor Sign-in Log

Date	Name	Address	Telephone	Purpose of Visit
<del>6/19/13</del>	<del>Kim Foster</del>	<del>BBF Insurance</del>	<del>714-781-4550</del>	<del>Insurance</del>
<del>7/5</del>	<del>Simon Foster</del>			<del>Site visits</del>
<del>7/15</del>	<del>Rex Walls</del>			<del>POS</del>
7/15	Jason Ellis	Shooters II	919-730-0407	Meeting
7/15	UZ RUMARDS	SHOOTERS II	(919) 641-0188	
7/15	Wayne Anderson	3803 Chimney Ridge Pl.	(919) 641-9722	Board Mtg.
7-15	Tony Wheelley	303 Berry Dr.	(919) 884-6574	Board Meeting
7-15	Sharon Abbuscato	Shooters	919-407-9702	Board Meeting
7-15	Pat Dawson	1500 Oak Grove Pl	919-698-7334	Board Meeting
7/15	Adam Miller	Shooter		Board Meeting
7/15	Ken Johnson	Shooter	919-230-7584	Board m
7/15	Jimmy R. Stevens (empty)	Shooter "	919-223-7089	
7/15	Ed Moore	Shooters II	919-525-6015	Board Meeting
7-15	CHRIS GILLETTE	DURHAM	919-301-0800	BOARD Meeting

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*Public Comment*

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Durham County ABC Board - Visitor Sign-in Log

Date	Name	Address	Telephone	Purpose of Visit
7/15/2013	Phillip Rzew	Shooters	1800/730-1985	
7/15/13	Jim Wise	New & Observer	919-641-5895	
7-15-13	Billy Ezzell	Shooters	919-201-1113	
4-15-13	Catherine Daffron	Shooters	919-213-3150	

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**DURHAM COUNTY ABC BOARD  
DEPARTMENTAL GUIDELINES**

**TRAVEL POLICY  
FY 2014**

**1.0 PURPOSE**

The purpose of this policy is to establish procedures for authorization of travel by Durham County ABC Board employees for the purpose of conducting Durham County ABC Board business and to establish procedures for reimbursement of the actual cost of travel and other authorized expenses. This policy is not intended to be used as a means to provide supplemental income to Durham County ABC Board employees.

**2.0 POLICY**

- 2.1 Durham County ABC Board is committed to developing an educated and skilled workforce and shall provide funding for employee training, travel and other expenses, whenever possible. Individual department funding for this purpose may be established annually during the annual budget process.
- 2.2 Reimbursement for training, travel and other expenses is contingent upon the availability of funds in the proper budget categories.
- 2.3 Durham County ABC Board shall not discriminate in providing training and/or travel opportunities for employees. The Durham County ABC Board will comply with applicable Fair Labor Standards Act (FLSA) consideration as appropriate.
- 2.4 Violation of this policy will result in disciplinary action up to and including immediate dismissal and revocation of misused funds.
- 2.5 The Durham County ABC Board General Manager shall have the authority to develop administrative procedures for the implementation of this policy to insure the initial need for travel is monitored, the cost of such travel to the Durham County ABC Board is held to a reasonable amount, through an accountable plan and the timely reporting of travel expenses.
- 2.6 The Durham County ABC Board General Manager shall have the authority to make timely and necessary administrative adjustments to this policy, which reflects both prudence and applicable IRS Regulations. Any exceptions to this policy must be approved by the Durham County ABC Board General Manager.
- 2.7 Non-exempt employees will be paid for travel time via the time sheet. Exempt employees will not be paid for travel time unless during working hours.
- 2.8 Non-exempt employees will be reimbursed for travel from their home to regularly scheduled meetings, such as meeting of the Durham County ABC

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Board, if attendance at the meeting is required as part of that employee's duties. Exempt employees will not be reimbursed for such travel.

- 2.9 The General Manager should be contacted for ABC travel policy questions.
- 2.10 Mileage is reimbursed for travel that is a part of an employee's job responsibilities. However, lunch is not provided and will not be reimbursed for routine travel as defined here. Travel that originates from home will be reimbursed for the shorter distance (home to destination or work to destination).
- 2.11 Use the Local Travel Expense & Business Expense Reimbursement Request form for mileage reimbursement for travel that does not include other expenses.

### **3.0 APPLICABILITY**

- 3.1 All full-time, part-time, regular, probationary, provisional, temporary and trainee Durham County ABC Board employees and Board Members.

### **4.0 OTHER DURHAM COUNTY ABC BOARD REFERENCES**

- 4.1 Durham County ABC Board Personnel Policies Manual
- 4.2 Durham County ABC Board Compensation Plan
- 4.3 Durham County ABC Board Accounts Payable Policy
- 4.4 Durham County ABC Board Credit Card Policy
- 4.5 Durham County ABC Board Purchasing Policy

### **5.0 ADMINISTRATIVE PROCEDURES**

- 5.1 Normal commuting travel to perform job duties as part of the necessary scope of duties does not require advance written approval of the supervisor. However, the department head or supervisor should be advised of travel plans and must give verbal approval of the plans. Failure to notify the department head or supervisor of the travel plans may result in the requesting party receiving no reimbursement for travel costs. The department head is responsible for ensuring adequate funds are available to reimburse normal commuting travel costs that are submitted.
- 5.2 The reimbursements for travel described in 5.1 should be submitted monthly on a Local Travel Expense & Business Expense Reimbursement Request form and should be signed by the department head or authorized supervisor.
- 5.3 These Local Travel Expense & Business Expense Reimbursement Request forms must be submitted no later than the 15 calendar days following the event. Reports more than 90 days old will not be paid.
- 5.4 Travel mileage within the Durham County ABC Board and all in-state travel must be approved by the General Manager or his/her designee(s) in order to receive reimbursement of expenses. The "Local Travel Expense & Business

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Expense Reimbursement Request” should be used to obtain this approval and seek expense reimbursement.

- 5.5 The Local Travel Expense & Business Expense Reimbursement Request form for advanced funding must be submitted by the traveling employee to the Fiscal Services Department, fifteen (15) calendar days prior to travel. Checks for advances will be available no earlier than seven (7) working days.
- 5.6 Within fifteen (15) calendar days of completion of overnight travel, the Local Travel Expense & Business Expense Reimbursement Request form must be signed by the employee and department head or authorized supervisor and submitted with supporting documentation and receipts attached. A copy of the training agenda should also be attached.
- 5.7 Emergency travel needs will be approved before travel takes place if possible, on the day of travel or as soon as possible upon the completion of the trip. The nature of the emergency travel requirement should be fully explained on the applicable travel form.

## 6.0 TRAVEL ARRANGEMENTS

- 6.1 Each department is allowed to make appropriate and authorized travel arrangements directly with the airline of their choice. It is incumbent upon the department head to ensure that the most reasonable means of transportation is used to enable the Durham County ABC Board to receive the lowest cost available. Hotel accommodations can also be made directly with the hotel. Hotel accommodations prearranged by conference/training sponsors or professional associations should be used.
- 6.2 Airlines should be contacted for final travel arrangements only after the required approvals are obtained from the General Manager or his/her designee. When the employee receives appropriate approval, he/she may at that time contact the airlines or travel agent of their choice to schedule the flight. Advance refunding of the airline ticket amount may be obtained through submission of the Local Travel Expense & Business Expense Reimbursement Request form, with supporting documentation and appropriate approvals or may wait for reimbursement after travel is completed.
- 6.3 Transportation tickets can be delivered to employee’s office or mailed to employee’s home address depending on preference.
- 6.4 **The Durham County ABC Credit Card cannot be used to pay for alcoholic beverages and hotel room service other than meals. It can be used to purchase airline tickets, meals, guaranty hotel reservations, and to pay hotel bills.**

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**7.0 Cash Advances**

- 7.1 Cash advances must be requested on the Local Travel Expense & Business Expense Reimbursement Request when requesting authorization for overnight trips. A completed travel form must be submitted to the Fiscal Services Department fifteen (15) calendar days prior to the trip. Advance checks will be issued by Fiscal Services to the traveler no earlier than seven (7) working days prior to the beginning of the trip. The amount of the check cannot exceed the estimated costs of the trip.
- 7.2 Advance travel checks will be made payable to and are forwarded to the person who is to make the trip. The Fiscal Services Department shall maintain a log of advances and post issuance and repayments for the purposes of control.
- 7.3 If, after a travel advance check has been issued, the scheduled trip is not made, the employee shall immediately notify the Fiscal Services Department. When travel is postponed for more than one (1) week or canceled, the travel advance check will be returned immediately to the Fiscal Services Department. The Fiscal Services Department will then void the check.
- 7.4 Any unspent travel advance monies must be returned within fifteen (15) calendar days after completion of trip. These monies must be recorded on a completed applicable travel form documenting actual expenses. Adequate documentation and receipts supporting the amount of monies spent should be attached to the Local Travel Expense & Business Expense Reimbursement Request and submitted at this time.
- 7.5 If the required receipts and/or advanced cash are not turned in within the required time period, the total funds advanced to the employee will be repaid through payroll deduction
- 7.6 A travel advance or prepayment of travel expenses will not be made to a traveler who has not settled all delinquent prior travel. See 2.6, 7.4 and 7.5.
- 7.7 No Travel Advance shall be made to any employee that has been issued a Durham County ABC Board Credit Card.

**8.0 LODGING**

- 8.1 Hotel/lodging reservations are to be arranged by the traveling employee or by utilizing accommodations prearranged by conference/training sponsors or professional associations.
- 8.2 The actual cost of hotel will be reimbursed when supported by a receipt itemizing daily charges. If a traveler's spouse or other travel companion accompanies the traveler and is occupying a room with the employee, only the single room rate will be reimbursed. It is the responsibility of the traveler to document that the single room rate was used. Special conference lodging rates will be reimbursed when supported by conference registration material and statements.

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- 8.3 No reimbursement is authorized for in-room movies, valet charges, in-room bar charges, or other non-essential needs.
- 8.4 Room service charges for food are allowable to the extent that the amount requested for reimbursement does not exceed the allowable meal costs associated with that particular meal, according to per diem or actual reimbursement.
- 8.5 If required, hotel reservations should be guaranteed with the employee's personal credit card or personal check. This amount should be included in the travel advance, if requested, to prevent charges billed to an employee's credit card or personal check payment.
- 8.6 For reimbursable telephone charges, see 12.5.

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## 9.0 MEALS

- 9.1 In accordance with IRS Regulations, the Durham County ABC Board will not reimburse the cost of meals for one-day travel unless the meal is part of the program or function being attended.
- 9.2 Reimbursement for meals (including gratuities) for trips requiring overnight travel is limited to the total actual expenses incurred. Partial day reimbursements are applicable if the travel covers only part of the day or if meals are included in conferences, airplane transportation or are otherwise not applicable. In order for overnight trips to qualify for the reimbursement of (a) breakfast: each trip must originate before 7 a.m.; (b) lunch: each trip must originate before 11 a.m. and return trip must terminate after 2 p.m. (c) dinner: each trip must originate before 4 p.m. and return trip must terminate after 6 p.m.  
Reimbursement for all reasonable meal costs will be made when proper documentation / receipts are provided. Department Head approval will indicate the reasonableness of all expenses.
- 9.3 IRS substantiation requirements (no receipts required) will be satisfied if reimbursement does not exceed the following daily allowances.

Breakfast	\$11.00
Lunch	15.00
Dinner	<u>25.00</u>
	\$51.00

The traveler is not permitted to claim both meal costs with receipts and IRS substantiation (no receipts) rates on the same day.

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**10.0 TRANSPORTATION**

- 10.1 Durham County ABC Board employees are encouraged to use Durham County ABC Board-owned vehicles instead of personal vehicles when available. When travel is authorized by personal vehicle, the prevailing IRS rate per mile is paid as full reimbursement for such transportation costs. Mileage reimbursement is limited to the shorter of the distance between (1) office and trip location or (2) home and trip location when going directly to trip location. **If the trip begins or ends on a weekend, the mileage is computed from the residence.** The Durham County ABC Board General Manager is allowed to make periodic adjustments for auto mileage rates in accordance with current IRS regulations. Reimbursement for use of a personal vehicle including costs of additional meals and lodging resulting from such use of the personal vehicle shall not exceed the otherwise applicable airfare for such travel by the employee. The current (FY2014) reimbursement rate is (\$.56.5) cents per mile per IRS regulations.
- 10.2 The use of a personal vehicle will normally be confined to destination within the State or in those neighboring states where it is more advisable to travel by car because of expediency and destination accessibility. Travel by personal vehicle outside of North Carolina is subject to Travel Authorization approval requirements and approval by the General Manager.
- 10.3 Durham County ABC Board vehicles may be used for any authorized travel. The requesting party must obey all laws of the jurisdiction in which the vehicle is being operated. The vehicle will be used for the purpose of conducting Durham County ABC Board business only. A minimal amount of personal use, such as driving the vehicle to and from meals, is allowed.
- 10.4 Non-Durham County ABC Board employees may not accompany Durham County ABC Board employees in Durham County ABC Board owned vehicles. However, individuals associated with Durham County ABC Board operations listed below are exempt from this regulation.
- (a) ABC Board Law Enforcement Officers transporting suspects, arrestees and witnesses.
  - (b) Durham County ABC Board members.
  - (c) Other Durham County ABC Board operations requiring occasional transport of non-Durham County ABC Board staff, i.e. construction project's personnel, other government agency officials traveling with Durham County ABC Board staff, etc.
- 10.5 A rental vehicle may be requested when it is determined that no other mode of transportation is as economical or practical. A rental vehicle should be used for business purposes only except for driving to and from meals.
- 10.6 Vehicle rentals, when authorized and necessary, or for emergency or unanticipated situations, can be arranged by the traveling employee. In these instances, the traveler should request the lowest rental rate possible. Vehicle

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rental expense incurred must be paid by the traveler and reimbursed upon completion of trip. Rental receipts are required to be submitted with the travel reimbursement report.

- 10.7 When renting vehicles, the traveler should purchase any additional car rental insurance (collision, theft, vandalism, etc.). Any accidents or damages to rental car or other vehicles, persons or properties caused by a rental vehicle operated by Durham County ABC Board traveler, is not covered under the Durham County ABC Board insurance program.**
- 10.8 Actual expenses are reimbursed for public transportation and personal vehicle use in connection with travel on Durham County ABC Board business. Employees are expected to use the most reasonable and economical form of transportation available. Receipts should be obtained when possible for taxi, parking and limousine expenses and submitted on the applicable travel expense form (Travel Expense Report or the Travel Authorization/Expense Report).
- 10.9 Air and meal transportation expenses are reimbursed at coach and pullman rail rates. Durham County ABC Board staff is not authorized to charge first-class travel related costs to the Durham County ABC Board.
- 10.10 Approval of Saturday night stayovers related or unrelated to Durham County ABC Board business will be allowed, however, the employee will be required to pay any increase in travel expenses if the stay is unnecessary for the timely conduct of business. The General Manager should approve the stayover in advance.

## **11.0 REIMBURSEMENT PROCEDURES**

- 11.1 After completion of the trip, employees should complete the applicable form documenting the actual costs incurred with required receipts attached and submit it to the Fiscal Services Department for reimbursement. The required approvals must be received before submitting to Fiscal Services. The report is due within fifteen (15) working days after completion of trip.
- 11.2 If an employee owes the Durham County ABC Board, he/she must submit the balance due to Fiscal Services responsible for reconciliation of travel.
- 11.3 Each Durham County ABC Board traveler is required to submit the applicable travel expense report documenting their personal expenditures. The combining of two or more of the traveler's expenses for multiple trips in one report is not permitted. The exception is monthly reimbursement of daily personal expenses relating to job responsibilities.
- 11.4 Travel reimbursement checks are processed weekly.
- 11.5 A requesting party submitting a falsified Local Travel Expense & Business Expense Reimbursement Request will be subject to disciplinary action and possible criminal prosecution. Any authorizing party who approves a Local Travel Expense & Business Expense Reimbursement Request which they know to be false will be subject to disciplinary action or possible criminal prosecution.

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**12.0 OTHER TRAVEL RELATED MATTERS**

- 12.1 Durham County ABC Board travelers are allowed to convert cash advances or personal monies into traveler's checks. Any costs associated with purchasing the checks are reimbursable.
- 12.2 Reimbursement of Durham County ABC Board travel costs by appointed members of Durham County ABC Board are allowable. However, the members are subject to the same travel regulations as other Durham County ABC Board employees. Also, their travel must be approved in advance by the Durham County ABC Board.
- 12.3 The following tips/gratuities are only reimbursable to the following individuals up to the maximum dollar amount listed:
- |                    |  |
|--------------------|--|
| Taxi/cab driver    | 15% to 20% of cost of travel                               |
| Parking attendant  | \$3  |
| Hotel doorman      | \$3  |
| Baggage master     | \$3  |
| Waitress           | 15% to 20% of meal cost<br>(included as part of meal cost) |
| Hotel limo drivers | \$5 per trip   |
- 12.4 Any expenses associated with the purchase of alcoholic beverages are not reimbursable.
- 12.5 A personal "safe arrival" telephone call is authorized. One personal telephone call is permitted a day. The maximum allowable reimbursement is limited to \$5.00 per personal telephone call. Any additional phone charges must be fully detailed and business related. All long-distance calls are to be documented on the applicable travel report form. Hotel telephone "access" charges will be reimbursed for all calls.
- 12.6 Expenses incurred by the Durham County ABC Board, General Manager and department heads while hosting special conferences or meetings conducted exclusively for transacting Durham County ABC Board business incidental to the event for which travel was authorized, may be reimbursed and should be reported on the applicable Local Travel Expense & Business Expense Reimbursement Request form. Supporting documentation for such expenses must include validated receipts and must list the date and nature of the conference or meeting.

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**610 Jury Service – Draft of Revision to Policy – July 2013**

## Current Policy:

An employee called for jury service or as a witness for the Federal or State Government, or subdivision thereof, shall be entitled to leave with pay for such duty. The employee may keep the compensation that is awarded to them for jury duty. Documentation of jury duty service is required.

## Draft Revision:

An employee called for jury service or as a witness for the Federal or State Government, or subdivision thereof, shall be entitled to leave with pay for such duty. The employee may keep the compensation that is awarded to them for jury duty.

An employee will receive leave with pay for jury duty service under the following circumstances:

- The employee is called for service and asked to report on the day of jury duty. Documentation of service from the court system is required upon return to work.
- The employee is called as a witness and reports to court to serve. Documentation of service as a witness from the court system is required upon return to work.
- For store and warehouse employees only - If the employee is called and alternative arrangements are made to cover his/her shift yet the employee is notified the night prior to service that he/she does not have to report or if he/she is dismissed early, leave with pay will be granted if all of the following conditions are met:
  - The employee reports to court and requests documentation that his/her service was not required and provides such documentation upon return to work.
  - The employee notifies the administrative office that his/her jury duty was cancelled or that he/she was dismissed early and is available for work if needed. The employee should call before 8:15 am on the anticipated day of service if jury duty is cancelled the prior night or within 30 minutes of dismissal from service.
  - The employee reports to work, at any location requested, if called upon to do so during any part of his/her normal shift time on that day. Failure to be available to report to work if requested will result in loss of leave with pay for that day.
- For administrative office and law enforcement employees only – If the employee is called to service and is notified the night prior to service that he/she does not have to report, the employee is expected to report to work as usual. If the employee is dismissed early (prior to 2:00 pm), the employee is to report to work for the remainder of the work day.

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