

LOCAL LAW NO. 2-1982  
CHAUTAUQUA COUNTY

AUTHORIZING CASH ADVANCES TO COUNTY OFFICERS AND EMPLOYEES FOR  
OFFICIAL TRAVEL AND INCIDENTAL EXPENSES

BE IT ENACTED, by the County Legislature of the County of Chautauqua as follows:

**Section I. INTENT**

This Local Law is intended to provide a method of making cash advances to County officers and employees for travel and incidental expenses reasonably expected to be incurred in the conduct of County affairs, including attendance at conferences. It is intended to eliminate the necessity of pre-financing County business by official and employees.

**Section II. PROCEDURE**

A. Any officer or employee, except the Director of Finance, prior to undertaking travel on behalf of the County, may apply for a cash advance covering the actual cost of public transportation, estimated mileage charges covering use of personal vehicle and incidental expenses, including meals and accommodations anticipated to be incurred therein, to the Director of Finance upon a form approved by the Director of Finance. A travel advance application by the Director of Finance shall be made to the County Executive.

B. Any cash advance hereunder shall be subject to approval of the person to whom application is submitted, whose decision shall be final.

C. Within five (5) days of completion of travel, the Officer or Employee to whom a cash advance has been made shall render an account of all reimbursable expenses incurred and present all required receipts and other data in accordance with rules and regulations as set forth by the bargaining unit contract and/or Legislature, and/or executive orders, as may apply. Said accounting shall be submitted only on forms approved by the Director of Finance, and the amount advanced shall be deducted from the reimbursable expenses. In the event the cash advance exceeds the reimbursable expenses, the excess shall be returned at this time.

D. Cash advances to any Officer or Employee for each trip shall be limited to transportation charges, estimated mileage charges, conference registration charges, estimated accommodation and meal charges and other reimbursable expenses.

**Section III.**

This Local Law shall take effect immediately.

Adopted by Legislature: 2/24/82      R/C Vote: 22 Yes; 1 No; 2 Absent (No: Skinner)  
Local Law 2-82 (Effective 3/10/82)

