



Loudoun County, Virginia

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NEWS RELEASE

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For Immediate Release
December 6, 2023

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Board of Supervisors Adopts Updates to Travel Policy

During its December 5, 2023, meeting, the Loudoun Board of Supervisors approved a [travel policy for Board members and their aides \(PDF\)](#). The updates to the policy were informed by discussion among members of the Board and a review of the policies of other regional jurisdictions.

The Board of Supervisors and Board Staff Aide Travel Policy follows the county's preexisting administrative Business Travel Policy with some exceptions. The changes clarify when and for what purpose Supervisors may travel, and whether approval of the full Board is required in advance of the trip. Prior to its adoption, the Board generally followed the county's administrative Business Travel Policy.

Supervisors requested a review of the Board's business travel policies earlier this year and a comparison to regional jurisdictions' policies. The review found that the county's business travel policies are comparable to other jurisdictions in the region.

The Board's revisions and its adoption of a separate travel policy for members and their aides improves transparency by publishing a specific policy for the elected body. That policy follows the county's administrative policy with the following four exceptions:

- For international travel, lodging arrangements will be consistent with the travel policy unless recommendations are made by the United States State Department or similar federal agency in which case lodging will follow the federal recommendations.
- For the Chair-at-Large and their chief of staff, international travel for Economic Development and Sister City trips is authorized by the policy when paid for by the Economic Development Authority. The Chair will notify the Board a minimum of 45 days in advance of any international travel paid for by the Economic Development Authority.
- All Board members are authorized to travel for business purposes to all states and territories of the United States utilizing their respective district office budgets.
- International travel for Board members and their chiefs of staff, other than the Chair-at-Large and the Chair's chief of staff, is permitted when authorized by a vote of the Board of Supervisors.

The policy is effective immediately. More information about the Board of Supervisors is published on the county's website at loudoun.gov/bos.

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