



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
1a

For the meeting of: March 27, 2018

Date: March 16, 2018
To: Board of Supervisors
From: Amy S. Nilsen, County Administrative Officer *AN*
Subject: Amendments to Travel Expense Ordinance and Travel and Meal Policy

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the revised Travel and Meal Policy (Attachment 1) as the official Board policy on travel;
2. Introduce by title: "An ordinance of the Board of Supervisors of the County of Humboldt Updating Sections 254-4, and 254-6 of the Humboldt County Code Relating to Travel Expenses," Ordinance No. _____ (Attachment 5);
3. Waive the first reading of the Ordinance and set for adoption at least one week away;
4. Direct the Clerk of the Board to publish the pre-adoption summary of the ordinance (Attachment 8); and
5. Direct the Clerk of the Board, within 15 days after adoption of the ordinance, to publish a post-adoption summary of the ordinance (Attachment 9) with the names of the Supervisors voting for and against the ordinance, and to post in the office of the Clerk of the Board a certified copy of the

Prepared by Sean Quincey

CAO Approval *[Signature]*

REVIEW: Auditor *MSM* County Counsel *[Signature]* Human Resources *MS* Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor *Fennell* Seconded by Supervisor *Wilson*
Ayes *Bass, Fennell, Sundberg, Bohn, Wilson*
Nays
Abstain
Absent

PREVIOUS ACTION/REFERRAL:

Board Order No. C-2

Meeting of: 5/8/07

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: 3/27/18

By: *[Signature]*
Kathy Hayes, Clerk of the Board

full text of the adopted ordinance and amendments along with the names of those Supervisors voting for and against the ordinance. [Government Code Section 25124 (b)(1)]

SOURCE OF FUNDING:

All county departments

DISCUSSION:

The Travel and Meal Policy is a set of rules for practice and procedure that provides department heads with additional guidelines for travel expense reimbursements. The Travel Expenses Ordinance is a local law adopted with all the legal formality of a statute. An ordinance may be enacted, amended or repealed.

Your Board last modified the county's Travel Expense Ordinance on May 1, 2008 when sections 254-3, 254-4, 254-5, 254-7, and 254-8 were amended. At the same time, the Travel and Meal Policy was amended.

The last per diem increase was in 2008. Since that time, costs for meals and incidental expenses on business travel have increased and the Travel and Meal Policy does not allow sufficient payment to cover these cost increases. The policy before you would allow the per diem rate to reflect those of the General Services Administration (GSA), which updates its rates yearly and allows the county to reimburse at different rates depending on region. The GSA is a federal agency that provides procurement for the federal government, and is responsible in part for setting reimbursement rates for other federal agencies and employees. The average GSA per diem rate in California is \$64, while the county's current rate is \$44.

There are other policy changes including removing the County Administrative Office (CAO) from the approval process for out-of-state travel, clarifications regarding appropriate fuel purchases, and changes to reimbursement for travel to local meetings.

The revisions to the ordinance include: 254-4 removing the CAO from the out-of-state approval process, except in cases of a declared fiscal crisis; 254-6 private automobile authorizations are developed and administered by the Risk Manager or designee, in cooperation with the CAO and Auditor-Controller.

FINANCIAL IMPACT:

The current rate of per diem is \$44. The proposed per diem rate averages \$64 in California and \$63 throughout the country, which is an increase of 31.25 percent. The proposed per diem increase contained within the revised Travel and Meal Policy maintains current practice in policy and is not expected to result in additional travel.

This action supports your Board's strategic framework by investing in county employees.

OTHER AGENCY INVOLVEMENT:

All county departments

ALTERNATIVES TO STAFF RECOMMENDATIONS:

1. Not approve the proposed policy and ordinance. This option is not recommended as the policy and ordinance is out of date.

2. Approve a revised policy and ordinance. While this alternative provides some revisions to the policy and ordinance, it would require additional amendments to the policy and ordinance in the future.

ATTACHMENTS:

1. Proposed Travel and Meal Policy
2. Meals and incidentals cost matrix
3. Authorization to use privately owned vehicle form
4. Request for travel form
5. Proposed Travel Expenses Ordinance
6. Redline section of county code Title II relating to Travel Expenses
7. Current Travel Policy
8. Summary for publication before adoption
9. Summary for publication after adoption

Attachment 1

Proposed Travel and Meal Policy

SECTION:	PAGE 1 OF 14
ORIGINAL ISSUE DATE: September 15, 1998	SUB SECTION:
REVISION DATE: March 27, 2018	TRAVEL AND MEAL POLICY

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SECTION I – GENERAL PROVISIONS

A. Statement of Policy

It is the policy of the County of Humboldt (county) that any person in the services of the county who is required to travel in the performance of their duties shall be reimbursed for actual and necessary expenses within certain limitations explained below i.e., budgetary restrictions. Reimbursable expenses include transportation, lodging, meals, and other necessary incidental charges which conform to the subsections, rates, and provisions herein. For all travel occasions, transportation, lodging, meals and other incidental charges are to be secured as economically as is reasonably possible.

B. Policy Authority

Authority for this policy originates with Chapter 4 TRAVEL EXPENSES, Section 254 et seq. of the Humboldt County Codes (Ordinances 1468, 1520, 1795, 1915), hereinafter referred to as HCC.

SECTION II – DEFINITIONS

- A. “Authorized County Activities” as used herein includes county business-related travel within and outside the County of Humboldt to conferences, meetings, presentations, seminars, workshops, training sessions, field visits and field trips. Discretion is given to department heads to resolve travel activities, as appropriate, before travel is authorized.
- B. “Budgeted Funds” means funds included in a department budget line item for travel, funds in a department budget that could be made available for travel or funds provided by an entity other than the county.
- C. “Business Travel” means an authorized work-related departure from one’s primary work location and continues until one returns. When travel is combined with an individual’s vacation; this policy does not apply to the time an individual is on vacation.
- D. “Primary Work Location” means the building or site at which the person in the service of the county normally performs the duties of his or her office or employment.
- E. “Person in the Services of the County” includes all employees including appointed and elected officers, heads of county departments and all non-salaried persons serving on boards, commissions, advisory agencies and committees who in their by-laws are governed by county Board of Supervisors. Specifically, members of boards, commissions, advisory agencies and committees must have stated in their by-laws that the county will reimburse their travel and meal costs. Contractors do not fall under this definition. Any travel reimbursement granted for contractors must be provided for in their contract and shall not rely on this policy as the legal basis of such reimbursement unless so stated in said contractual agreement.
- F. “Travel Expense” means costs incurred for travel to and from the primary work location, including transportation, meals, lodging and incidental expenses incurred in the

performance of duties required by law or the Board of Supervisors, or as authorized by the Board of Supervisors, or as determined as necessary by the department head authorizing the travel. In instances defined in Section VI – A.2.a. of this policy, travel expense may include costs incurred for the full length of travel to and from the meeting/event for which travel is necessary.

- G. “Travel Makers” are authorized department representatives who are responsible for making and securing travel arrangements as well as processing travel-related invoices for payment. The Purchasing Division maintains a list of department travel makers.
- H. “Statewide Travel Program (STP); State of California; Department of General Services (DGS)” The county participates in and encourages using the current STP for air travel, car rentals and hotel accommodations. The travel program has access to discount government rates; however the program excludes and does not support specific conference hotel block pricing.

SECTION III – TRAVEL APPROVAL

A. Business Travel Request form (BTR)

Departments shall develop or use the County Business Travel Request form (BTR) and policy for departmental travel approval. A fillable Business Travel Request is posted on the county intranet under Business Travel.

1. Business travel is authorized and reimbursable as provided herein with approval from the department head or designee (HCC 254-4) and is permitted as long as the department has sufficient budgeted funds for such travel. Department heads traveling out of county shall advise the County Administrative Officer (CAO), the Board of Supervisors and the responsible person in their department of their travel plans so that they may be contacted if necessary.
2. In the event of a financial crisis as declared by the Board of Supervisors business travel will require approval by the CAO. See (HCC 254-4) for exceptions.
3. If an outside entity pays for a portion or one hundred percent (100%) of travel a BTR is still required and shall be on file within the appropriate department as documentation.
4. A BTR shall be submitted to and approved by the appropriate department head or designee in advance of the departure date in order to review and secure travel discounts.
5. Upon approval, the BTR is forwarded to department’s travel maker unless the traveler specifically requests otherwise. When the BTR is forwarded to the travel maker, they will then make the necessary arrangements.
6. If an employee is aware of a discount rate that may not be available through the STP it is the employee’s responsibility to make the travel maker aware of the

discount rate. For example, conference hotel room rates are typically the best rate and should be used in lieu of an STP rate.

7. Travel by members of other Boards and Commissions of the county shall be first approved by the Board of Supervisors except as otherwise provided by ordinance or state law.¹

SECTION IV – MEANS OF TRANSPORTATION

A. Mode of Transportation

The mode of transportation selected shall be consistent with economy and efficiency. Generally the least expensive mode of transportation should be used while keeping in mind the cost of staff time incurred in actual travel.

1. County employees are encouraged to carpool when more than one county employee is attending the same conference or function.
2. The county's liability for any claim for vehicle repair or restoration arising out of the use of a privately owned automobile with prior approval by the appropriate department head is limited to the employee's insurance deductible or repair cost, not to exceed \$500.
3. County employees using a county vehicle shall not transport people who are not employed by the county except in the following circumstances:
 - a. The passenger(s) is employed by another government agency or is a contractor performing county-related business.
 - b. The passenger(s) is a client, patient, prisoner or is being provided transportation in situations not covered in this section and the policy has been approved by the county Risk Manager.
 - c. The department has adopted a travel policy providing transportation in situations not covered in this section and the policy has been approved by the county Risk Manager.

B. Air Travel

Air (economy class) or other means of transportation may be authorized by the department head when in the best interests of the county. Each department's travel maker is responsible for making airline arrangements through the STP.

1. Chartered air transportation may not be used except upon prior approval from the appropriate department head or their designee.

¹ Pursuant to Assembly Bill 1234 (Chapter 700, Laws of 2005) Board of Supervisors' approved Boards and Commissions must adhere to the county's travel and meal policy. All claims for reimbursement are public record.

2. Personal aircraft may not be used except upon prior approval from the department head. Pilots must have a current pilot license and history and evidence of insurance on file with county Risk Management.
 - a. Personal aircraft use shall be reimbursed at the then-current Standard Mileage set by the Internal Revenue Service, based on the shortest air route from origin to destination.

C. Rental Cars

Individuals in the service of the county are encouraged to use airport shuttles, hotel courtesy vans or taxis rather than rental cars. However, when the expense of a rental car is less than these forms of transportation or when circumstances require using a rental car, such expenses may be reimbursed. Rental car reservations are the responsibility of the department's travel maker and shall be booked through the STP. Travel makers shall select the best value vehicle considering the purpose of the trip, number of people involved and rental vehicle availability.

1. Insurance

When renting a vehicle for county business, **do not** purchase insurance offered by the car rental agency.

2. Accident Notification

If a county employee is involved in an accident while operating a rental car, provide the following information to law enforcement agencies, the operator of the other vehicle(s), and the rental agency:

Insurance Company: Humboldt County, Self-Insured
Address: Human Resources, Risk Management Division
825 5th Street, Room 131
Eureka, CA 95501
707-268-3669

The employee must provide their driver's license number and work address. The employee also must complete the County of Humboldt Vehicle Accident Report Form RM04, posted on county intranet under Business Travel within 24 hours or as soon as possible. When completing the report, indicate the vehicle was rented and attach a copy of the rental agreement.

D. County Vehicles

County vehicles are available from Motor Pool and other locations for use on county business. Motor Pool has different vehicles to accommodate a variety of travel needs (e.g., economical cars for single-person travel; larger cars or vans for group travel; and four-wheel drive vehicles for back country travel). Reservations are required and should be made as far in advance as possible.

1. County vehicles may be routinely driven to and from work only if specifically authorized by the CAO.

E. Non-county or Private Vehicles

A private vehicle may be used for traveling on official county business with the prior approval of the department head and certification of insurance coverage. No private vehicle may be used for county business without appropriate insurance coverage.

1. Persons in service to the county shall submit an Authorization to Use Privately Owned Vehicle Form prior to using a private vehicle for business travel. The Authorization to Use Privately Owned Vehicle Form is available on the county intranet under Business Travel. (HCC § 254-6 (c))

SECTION V – TRAVEL ADVANCES AND FUEL

A. Travel Advance

Travel advances are authorized for all county officers and employees to include the consideration of all authorized travel-related expenses. Advances are only given for 75 percent of the estimated travel cost. The final 25 percent of advances are subject to reconciliation of expenses upon return. All advances are to be made on forms and in accordance with procedures established by the Auditor-Controller (HCC § 254-12).

B. Fuel for Non-County or Private Vehicles

Fuel purchases for business travel are generally reimbursable under this policy. Such reimbursements are typically made for fuel purchases when renting a vehicle.

1. **Persons who receive a reimbursement payment for mileage driven shall not receive reimbursement for fuel purchases.**

Mileage reimbursement rates, set by the Internal Revenue Service (IRS) are intended to include the cost of fuel. See Section VI - A for details on IRS reimbursement rates.

2. Persons who pay for fuel with county Cal Card shall not request or receive mileage reimbursement for those fuel purchases.
3. Persons in service to the county who receive a travel advance for the purchase of fuel shall include the advance amount if requesting additional reimbursement for fuel purchases.

C. Fuel for County Vehicles

A county cardlock fuel program credit card is available through the Motor Pool for the purpose of purchasing fuel for business travel. This program provides certain fuel tax

exemption for government agencies and it provides for road-side assistance should it be needed.

1. Persons in service to the county who check out a vehicle from Motor Pool shall use a fuel card for the purpose of purchasing fuel during business travel.
2. Fuel purchases shall not be reimbursable under this policy, except for abnormal circumstances. Written explanation shall be provided for these circumstances, and shall be approved by the department head and/or their designee.

SECTION VI – TRAVEL REIMBURSEMENT AND MEALS

A. Non-county or Private Vehicles

Persons in service to the county using their own vehicles in the course of county business shall be reimbursed at the then-current Standard Mileage Rate set by the IRS. The IRS mileage rates can be accessed online at:

<https://www.irs.gov/tax-professionals/standard-mileage-rates>

Mileage rates shall be posted on the county intranet under Business Travel. See Section V – C for specific details related to non-county or private vehicle fuel purchases.

1. Personal use mileage is not reimbursable.
 - a. Personal use mileage includes commuting from a person's residence to or from his or her primary work location or side trips during the course of business.

Example: Two county employees travel in a private vehicle to San Francisco for a two-day county-business-related meeting at an airport hotel. After the first day of the meeting, the employees go to a San Francisco Giants game and return to the hotel. After the second day of the meeting, the employees return to Humboldt County. Travel to and from San Francisco is reimbursable; travel to and from the baseball game is personal use mileage and is not reimbursable.
 - b. When a person in service to the county adds personal use mileage to a county-business-related trip that extends the duration of the trip, the county will only reimburse costs directly related to the portion of the trip that is county related.
2. In those cases where a person in the service of the county drives directly from his or her residence to the site of a meeting or another official purpose that is not that person's primary work location, mileage reimbursement is allowable for the actual miles driven less any personal miles and shall be for the shortest route. If a person drives past their primary work location the mileage shall begin from that location.

- a. In those cases where a person in the service of the county drives to the site of a meeting or other official purpose outside of their normal work hours, as determined by their department head and/or designee, then that person shall be reimbursed for the full length of their distance driven to and from the meeting/event. The individual's primary work location shall not be a factor in determining reimbursement in these instances.

Example: An employee lives in Garberville and normally works Monday through Friday, from 8 am to 5 pm at the County Courthouse. The employee drives their personal vehicle to the airport in McKinleyville on a Saturday to board a commercial airplane to attend a conference taking place in San Diego. Per Section VI-A.2.a. of this policy, that employee shall be reimbursed for their travel from their home in Garberville the full distance to the airport.

3. The county will not reimburse for the unlawful operation of a vehicle including parking, driving under the influence, and other moving or equipment violations of state or local laws.
4. The use of motorcycles, mopeds and similar types of vehicles for the conduct of county business is expressly prohibited with the exception of Sheriff's Department sworn personnel on duty in a specific assignment.
5. Non-county employees, who donate their time for a beneficial county purpose, can potentially be reimbursed for transportation costs pursuant to state guidelines and sufficient department funds. Department heads may approve such reimbursement requests.
6. When a department head authorizes use of a private vehicle for the convenience of the driver instead of more economical travel by air, reimbursement shall not exceed the cost of usual airfare.

B. County Vehicles

There is no mileage reimbursement for using county vehicles.

1. Motor Pool will charge vehicle-related expenses to the department for the time in which a county vehicle was in use.
2. The county will not reimburse for the unlawful operation of a county vehicle including parking or moving violations except when it involves an equipment violation of state or local laws.

C. Air Travel

1. Air transportation arrangements are made through a department's travel maker.
 - a. Upon receipt of the department approved BTR, the department's travel maker will arrange air transportation through the STP.

- b. In some cases the person in service to the county may wish to purchase the airline ticket directly and be reimbursed through normal claiming procedures. Travel agency surcharges on tickets are reimbursable.
- c. Travel in business class. First class or any category on any flight above the coach/economy level is allowable if (1) the traveler pays the cost difference or (2) the department can document that no other option exists and the selected flight is the only option for travel.
- d. Departments should schedule air transportation sufficiently in advance of travel to take advantage of discount rates. In all cases airline tickets shall be purchased using procedures that result in the lowest net county cost.

Note that some tickets are not refundable or have other travel restrictions. In some situations where travel is anticipated but not certain, it may be advantageous to pay a few dollars more for a ticket that can be returned for a refund than lose the funds of an entire ticket that is not used. STP program allows the exchange of airline ticket funds within one calendar year of the unused ticket date, exclusive to the original traveler.

D. Lodging

- 1. Lodging arrangements are preferred to be made through a department's travel maker by using the STP program whenever possible.

In some cases the person in service to the county may wish to book lodging arrangements outside of the STP program. The following applies in those cases:

- a. A commercial lodging receipt from the days of travel indicated is required to support reimbursement or Cal Card charge. Internet receipts are acceptable as long as the receipt states the length of stay, confirmation number, rate, and a zero balance, as proof that the bill was paid.
- b. Only the single occupancy rate may be claimed for reimbursement except multiple occupancy rate may be claimed when county employees share, when appropriate, a room.
- c. Travel makers and employees shall seek the lowest cost accommodations reasonably available. If lodging is in connection with a conference, the rate may not exceed the maximum group rates published for the conference.

For non-conference related lodging "government rates" are provided by the STP and should be requested when reserving outside of the program.

E. Meals

1. Meals and tips shall be reimbursed to all county officers and employees, including the Board of Supervisors. No documentation of actual costs is required ² when requesting the current posted per diem rates.
2. Meal expenses for persons in service to the county in the course of county business shall be reimbursed at the then-current GSA posted rate. The GSA rates are dependent on the primary destination of travel and specific guidelines. Rates are posted online at:
<https://gsa.gov/perdiem>

The per diem rate link shall be posted on the county intranet under Business Travel.
 - a. Cities not specifically listed shall be reimbursed at the then-current GSA posted rate for the destination county. The meals and incidental rates include taxes and tips so travelers will not be reimbursed separately for those items.
 - b. Federal Travel Regulations allows for the actual expense reimbursement when per diem rates are insufficient to meet necessary expenses. Expenses that go over the current posted per diem rate will require receipts and department head reimbursement approval.
3. For the purpose of determining entitlement for meal reimbursements the following will apply:
 - a. First and last day of travel is calculated at 75 percent of daily per diem rate when traveling less than twelve (12) hours.

First and last day of travel is calculated at 100 percent of daily per diem rate when traveling is twelve (12) hours or longer.
 - b. Times for travel must be included on reimbursement claims.
 - c. Breakfast – can be claimed if travel began no later than 7 a.m. and lasted at least four hours.
 - d. Lunch – can be claimed if travel began no later than 11 a.m. and lasted at least four hours.
 - e. Dinner – can be claimed if travel lasted to or after 7 p.m.
4. Expenses for alcoholic beverages are not reimbursable.
5. Meals that are paid for by the government such as through a conference registration fee are not reimbursable.

² Pursuant to Assembly Bill 1234 (Chapter 700, Laws of 2005), Board of Supervisors' approved Boards and Commissions can receive reimbursement for incurred expenses. Receipts must be submitted for all expenses incurred by a member of a Board or Commission.

6. Continental breakfast is not considered a meal. Travelers can claim breakfast expenses if a hotel provides only a continental breakfast.
7. Tips in excess of 20 percent of the cost of the meal will not be reimbursed. Tips made at fast food restaurants and/or convenience stores will not be reimbursed even if the meal cost is less than the maximum reimbursement rate.
8. Employee reimbursement claim is based on actual (not to exceed maximum) cost.

F. Meals/Food Costs Associated with Local/Group Meetings

1. In-county meal expense may be allowed for breakfast, lunch or dinner with department head approval. These reimbursements remain at the discretion of the department head.

The following circumstances are allowable expenses under this policy:

- a. Reasonable food costs associated with meetings involving members of the general public, private sector business persons, other public agencies, or officials representing other counties, city, state, or federal agencies (i.e. non-county employees), who donate their time for a beneficial county purpose.
- b. Meetings with commissions, task forces, and ad hoc committees which include Humboldt County business as an agenda item.
- c. When a county elected official meets with constituents, stakeholders, or other individuals or groups to discuss county business or community issues.
- d. Training sessions with commissions, task forces and ad hoc committees whereby it is necessary or appropriate for the employee to remain on site during the meal period.
- e. Training sessions with various programmatic groups with established budget units, where food costs are authorized by the program and it is necessary or appropriate for employee(s) to remain on site during the meal period.
- f. Food costs for departmental staff meetings either within or outside normal working hours.
- g. Business meals occurring outside normal business hours may be allowed. The purpose or goal of each business-related meal must be stated on the reimbursement form with department head approval. Reimbursement cannot exceed the maximum amount allowable under this policy unless receipts are submitted.

Responsibility for prior authorization shall be with the individual department head. Authority for payment under subsections a, b, c, d and e, shall require a meeting sign-in sheet and original approval signatures of the department head or his/her designee.

G. Incidental Expenses

The Federal Travel Regulation Chapter 300, Part 300-3, under Per Diem Allowance, describes incidental expenses as: fees and tips given to porters, baggage carriers, hotel staff and staff on ships. These expenses are considered allowable under this county travel and meal policy.

1. The following expenses may be claimed if necessarily incurred in performance of official county business. These expenses require receipts for reimbursement. (HCC 254-7)
 - a. Commuter ground transportation.
 - b. Professional laundry service for necessary travel extending beyond five days.
 - c. Emergency service and repairs to county vehicles. Check with the Public Works Department, Motor Pool Division for current procedures for such repairs.
 - d. Long distance telephone, email (Wi-Fi) and fax charges for county business.
2. The following expenses may be claimed if necessarily incurred in performance of official county business. These expenses require receipts when available.
 - a. Parking fees.
 - b. Ferry, bridge and road tolls.
 - c. Ridesharing and taxis - may include a tip of no more than 15 percent of receipt.
 - d. Other incidental expenses as approved by the department head.
3. These items are not reimbursable:
 - a. Alcoholic beverages.
 - b. In-room movies.
 - c. Family expenses when family members accompany county staff, department heads or Board members on official county business.

H. Event Registration

1. On approval of the department head, registration, event fees, and meal expenses when the meals are part of an event, shall be reimbursed as approved by the department head.
2. Reimbursement for meals is not generally reimbursable when meals are included as part of the event. Meals may be reimbursable under the following conditions:
 - a. The employee arrives late and misses the meal;
 - b. The employee becomes ill and misses the meal;
 - c. The employee needs to leave the event for work-related reasons and misses the meal; or
 - d. For dietary purposes, the meal provided is not suitable.

I. Travel Claim Procedure

This policy provides travelers with several opportunities to pay for travel-related expenses using county programs. Special care shall be taken when submitting claims for reimbursement for travel expenses to ensure that replication of payment is not made.

1. Claims shall be made on forms approved or issued by the Auditor-Controller (see Auditor-Controller intranet forms page). All claims shall have original receipts except as provided herein.
 - a. If required receipts are not available or are lost, a statement of the officer or employee who incurred the expense shall be acceptable proof of the expenditures set forth in the statement when approved by the department head.
 - b. Reasonable effort must be made to acquire a copy of your receipt.
2. Failure to complete the forms as required or to submit original receipts may be grounds for denying reimbursement.
3. Travel claims shall be submitted within thirty (30) days of incurring the expense unless an exception is made by the department head and Auditor-Controller.

Travel claims originating in June are due to the Auditor-Controller no later than 14 days after June 30th. Employees are encouraged to review their internal department's deadlines for processing claims at the end of a fiscal year.

4. All claim forms and associated documents related to reimbursable county expenditures are considered public records and are subject to disclosure under the

California Public Records Act (Chapter 3.5 commencing with Section 6250 of Division 7 Title 1).

Attachment 2

Meals and Incidental Costs Matrix

Meals & Incidental Expenses (M&IE) Breakdown				
More info (included out-of-state rates)at:	https://www.gsa.gov/travel-resources			
CALIFORNIA RATES		2017	2018	Change
Standard Rate	Applies for all locations without specified rates	\$51	\$51	\$0
Antioch / Brentwood / Concord	Contra Costa	\$64	\$64	\$0
Bakersfield / Ridgecrest	Kern	\$59	\$59	\$0
Barstow / Ontario / Victorville	San Bernardino	\$54	\$54	\$0
Death Valley	Inyo	\$64	\$64	\$0
Eureka / Arcata / McKinleyville	Humboldt	\$74	\$74	\$0
Fresno	Fresno	\$64	\$64	\$0
Los Angeles	Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica	\$64	\$64	\$0
Mammoth Lakes	Mono	\$74	\$74	\$0
Mill Valley / San Rafael / Novato	Marin	\$74	\$74	\$0
Monterey	Monterey	\$74	\$74	\$0
Napa	Napa	\$69	\$69	\$0
Oakhurst	Madera	\$64	\$64	\$0
Oakland	Alameda	\$69	\$69	\$0
Palm Springs	Riverside	\$64	\$64	\$0
Point Arena / Gualala	Mendocino	\$69	\$69	\$0
Redding	Shasta	\$64	\$0	(\$64)
Sacramento	Sacramento	\$64	\$64	\$0
San Diego	San Diego	\$64	\$64	\$0
San Francisco	San Francisco	\$74	\$74	\$0
San Luis Obispo	San Luis Obispo	\$64	\$64	\$0
San Mateo / Foster City / Belmont	San Mateo	\$69	\$69	\$0
Santa Barbara	Santa Barbara	\$74	\$74	\$0
Santa Cruz	Santa Cruz	\$59	\$59	\$0
Santa Monica	City limits of Santa Monica	\$64	\$64	\$0
Santa Rosa	Sonoma	\$64	\$64	\$0
South Lake Tahoe	El Dorado	\$64	\$64	\$0
Stockton	San Joaquin	\$64	\$64	\$0
Sunnyvale / Palo Alto / San Jose	Santa Clara	\$64	\$64	\$0
Tahoe City	Placer	\$64	\$64	\$0
Truckee	Nevada	\$74	\$74	\$0
Visalia / Lemoore	Tulare / Kings	\$59	\$59	\$0
West Sacramento / Davis	Yolo	\$64	\$64	\$0
Yosemite National Park	Mariposa	\$69	\$69	\$0
*Redding changed to a standard rate in FFY 18				

	2017 GSA Rates					
	M&IE Breakdown					
	M&IE	Continental				First &
	Total (1)	Breakfast/			Incidental	Last Day
		Breakfast (2)	Lunch (2)	Dinner (2)	Expense	of Travel
	\$51	\$11	\$12	\$23	\$5	\$38.25
	\$54	\$12	\$13	\$24	\$5	\$40.50
	\$59	\$13	\$15	\$26	\$5	\$44.25
	\$64	\$15	\$16	\$28	\$5	\$48.00
	\$69	\$16	\$17	\$31	\$5	\$51.75
	\$74	\$17	\$18	\$34	\$5	\$55.50
	1. This table lists the full daily amount federal employees receive for a single calendar day of travel when that day is neither the first nor last day of travel.					
	2. The separate amounts for breakfast, lunch and dinner listed in the chart are provided should you need to deduct any of those meals from your trip voucher. For example, if your trip includes meals that are already paid for by the government (such as through a registration fee for a conference), you will need to deduct those meals from your voucher. Refer to Section 301-11.18 of the Federal Travel Regulation for specific guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government. Other organizations may have different rules that apply for their employees; please check with your organization for					
	3. This column lists the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.					

Attachment 3

Authorization to Use Privately Owned Vehicle Form



COUNTY BUSINESS TRAVEL AUTHORIZATION TO USE PRIVATELY OWNED VEHICLES ON COUNTY BUSINESS

Employee Traveler Name: _____ Title: _____

Department: _____

Dates of Authorization: From: _____ To: _____
(Maximum of one year)

Approval is requested to use my privately owned vehicle to conduct official county business.

I hereby certify that whenever I drive a privately owned vehicle on county business I will have a valid driver's license in my possession and have a signed *Authorization for Release of Driver Record Information* on file with the county and the vehicle shall always be:

1. Covered by liability insurance for the minimum amount prescribed by State law (\$15,000 for personal injury to or death of one person. \$30,000 for injury or death of two or more persons in one accident and \$5,000 for property damage).
2. Adequate for the work to be performed.
3. Equipped with safety belts in operating condition.
4. In safe mechanical condition as required by law.

I further certify that while using a privately owned vehicle on county business, all accidents will be reported to the Human Resources, Risk Management Division within 24 hours.

I understand that permission to drive a privately owned vehicle on county business is a privilege which may be suspended at any time.

Driver's License Number: _____ Class: _____ Expiration Date: _____

Insurance Company: _____

Employee Signature: _____ Print Name: _____ Date: _____

APPROVAL

Department Head Signature: _____ Date: _____

By signing, department head authorizes this request, certifies that the above facts are as stated.

Send completed form to Human Resources, Risk Management Division.

Attachment 4

Request for Travel Form

Business Travel Request Form (BTR) - COUNTY OF HUMBOLDT - EXAMPLE

Fund: _____ Department: _____ Date: _____

Employee Name/Title: _____

Purpose/Justification (see attached): _____

Destination: _____ Date(s): _____

Include all expenses related to out of county travel, such as meals, airline, hotel and rental car.

Departure Date/Time: _____ **Return Date/Time:** _____

If any of the travel expense will be reimbursed by another agency, please include their name and amount below.

Reimbursing Agency: _____ **Reimb. Amount:** _____ **Total Estimated Expenses:** _____

Is your department's Travel Maker responsible for travel arrangements? Yes
No

Transportation Please Note: You **cannot** use a county credit card to purchase gas for travel. Per the Travel & Meal Policy, please use a cardlock fuel program card for business travel.

Car

Will you use a private car? Yes No Authorization to Use Private Vehicle Form attached? Yes No

Estimated No. of miles _____ Standard Mileage Rate x _____ Total Mileage Cost = _____

Rental Car Yes No Daily Rate _____ Total Rental Cost _____

County Credit Card Yes No County Car Yes No

Air

Airline _____ Prepaid Yes No

Departure Date _____ Arrival Date _____ Total Flight Cost _____

Lodging

Hotel Name	Paying with County Credit Card	Yes No	Do you need the county to send an authorization for payment?	Yes No

Hotel Address	Phone	Fax	Email	
_____	(_____)	(_____)	_____	
_____	_____	_____	@_____	
	No. of Days Stay	Daily Rate	Total Hotel Cost	
	_____	_____	_____	

Event Registration

Registration Prepaid?	Yes No	Paying with County Credit Card	Yes No	Registration Cost	_____		
Will event provide meals?	Yes No	No. of breakfasts provided	_____	No. of lunches provided	_____	No. of dinners provided	_____

Names of other staff also attending (Complete separate requests)

Meals

Breakfast	No. of meals	Amount per meal	Total	Total for all meals	_____
	_____	_____	_____		
Lunch	No. of meals	Amount per meal	Total		
	_____	_____	_____		
Dinner	No. of meals	Amount per meal	Total		
	_____	_____	_____		

Manager's Approval

Branch Authorized Representative

Attachment 5

Ordinance Updating Travel Expense Ordinance

ORDINANCE NO. _____

**AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE
COUNTY OF HUMBOLDT UPDATING SECTIONS 254-4 and 254-6 OF THE
HUMBOLDT COUNTY CODE RELATING TO TRAVEL EXPENSES**

The Board of Supervisors of the County of Humboldt ordains as follows:

SECTION 1. Sections 254-4, and 254-6 of Chapter 4 of Division 5 of Title II of the Humboldt County Code are amended as shown on the attached pages.

SECTION 2. This ordinance shall take effect and be in force thirty (30) days from the date of its passage. A summary shall be published at least five (5) days before the date set for adoption and again fifteen (15) days after passage of this ordinance. It shall be published once with the names of the Board of Supervisors voting for and against the ordinance in a newspaper of general circulation published in the County of Humboldt, State of California.

PASSED, APPROVED AND ADOPTED this _____ day of _____,
2018.

AYES: Supervisors--
NOES: Supervisors--
ABSENT: Supervisors—

Chair of the Board of Supervisors of the
County of Humboldt, State of California

(SEAL)

ATTEST:

Kathy Hayes, Clerk of the Board of Supervisors
County of Humboldt

Attachment 6

Redline Section of County Code Title II Relating to Travel Expenses



CHAPTER 4

TRAVEL EXPENSES

254-1. SCOPE AND PURPOSE.

(a) Scope. This chapter regulates the subject matter and procedure for reimbursement to County officers and employees for the expenses incurred for travel, lodging and meals while carrying out County business, whether in or out of County.

(b) Purpose. The purpose of this chapter is to define and provide for the reimbursement of actual and necessary expenses incurred during travel by County officers and employees while conducting County business, whether in or out of County. (Ord. 1468, § 1, 04/14/81)

254-2. DEFINITION OF TRAVEL EXPENSE.

The term "travel expense", as herein defined, means that expense which is actual and necessary for travel to, from and within the County seat of the County of Humboldt, including transportation, meals, lodging and incidental expenses incurred in the performance of duties required by law or the Board of Supervisors, or as authorized by the Board of Supervisors. (Ord. 1468, § 1, 04/14/81)

254-3. SPECIAL CIRCUMSTANCES EXPENSES.

In this category are meal costs or persons serving on public commissions or examining boards without compensation incurred when the body is in session for the greater part of the day. Under this and other special circumstances, as designated by motion from time to time by the Board of Supervisors, actual and necessary expenses will be reimbursed. All requests for authorization to incur special expenses provided for by this section shall be approved by the County Administrative Office or designee(s) who shall present the approved requests to the Board of Supervisors at its next regular meeting. (Ord. 1468, § 1, 04/14/81; Ord. 2388, § 1, 05/08/2007)

254-4. PRIOR APPROVAL FOR TRAVEL AND RELATED EXPENSES.

~~Out-of-State travel within statutory limits may be approved by the County Administrative Officer. Out-of-County and out-of-state (but in-State) travel may be approved by the department head, except for times of fiscal crisis as declared by the Board of Supervisors. During a fiscal crisis declaration, out-of-county and out-of-state travel is to be approved by the County Administrative Officer unless otherwise exempted in the Board's declaration of fiscal crisis.~~ Out-of-state travel for the purposes of accompanying a 300 dependent or 600 ward (Welfare and Institutions Code §§ 300-304.7 and 601-618.5) of the court, and District Attorney Investigators in the pursuit of abducted children do not require CAO approval. ~~In-County travel may be approved by the department head as provided in the following section.~~ (Ord. 1468, § 1, 04/14/81; Ord. 2388, § 1, 05/08/2007; Ord. , / /2018)

254-5. IN-COUNTY BUSINESS RELATED EXPENSES.

(a) Reimbursement of actual and necessary ~~in-County~~ county business related expenses are hereby authorized for those employees, in the amounts, as designated or approved by the Board of Supervisors. Said reimbursement shall be made consistent with the remaining sections of this chapter, and pursuant to the administrative/financial procedures developed by the County Administrative Officer. (Ord. 1468, § 1, 04/14/81; Ord. 2179, 10/20/1998)

(b) County vehicles may be routinely driven to and from work only if specifically authorized by the County Administrative Officer. (Ord. 2179, 10/20/1998; Ord. 2388, § 1, 05/08/2007)

254-6. TYPE OF TRANSPORTATION TO BE USED AND TRANSPORTATION EXPENSE.

(a) The type of transportation to be used shall be approved by the appropriate department head or officer.

(b) Travel reimbursement shall be at least cost alternative to the County considering cost of travel, per diem and known costs, number of people traveling, staff time and other travel-related costs. (Ord. 2179, 10/20/1998)

(c) Private Automobile. Authorization for the use of private automobiles furnished by an officer or employee for the conduct of official County business may be granted upon the prior approval of the department head and following the certification of insurance coverage. No private automobile may be authorized for use on County business, whether reimbursed or not, without the appropriate insurance coverage. The certifications procedures are to be developed and administered by the ~~County Administrative Officer~~ Risk Manager or designee in coordination with the County Administrative Officer and Auditor-Controller. (Ord. / /2018)

If the officer or employee furnishing the automobile for transportation is accompanied by any other officer or employee, such other officer or employee may not claim any automobile expenses. Reimbursement for travel by private automobile, shall be reimbursed as follows:

(1) At the rate established by the Internal Revenue Service for the Standard Mileage Rate as verified annually by the Auditor-Controller for the miles actually and necessarily traveled in the conduct of County business, to be paid to the officer or employee providing the transportation; or

(2) For the actual costs of a rental car and gasoline used in the conduct of County business, to be paid to the officer or employee incurring the costs for the rental car and gasoline.

The reimbursement rate provided for in this section shall apply to all County employees, except that County employees funded by State or Federal contracts or grants shall be reimbursed at rates established or controlled by their funding sources.

254-7. EXPENSES OF MEALS, LODGING AND INCIDENTALS.**(a) Travel Outside of Humboldt County.**

(1) Meals. Meals shall be reimbursed to all officers and employees, including members of the Board of Supervisors, as follows:

(A) Any person traveling on authorized County business shall ~~_____~~ be reimbursed for actual and necessary expenses incurred for mileage, transportation, lodging, incidentals and meals, in addition to their regular compensation. The maximum amounts of such reimbursement shall be established in the Travel and Meal Policy, subject to amendment by the Board of Supervisors; or (Ord. 2388, § 1, 05/08/2007)

(B) In cases where participation in an official convention or conference would be interfered with by these limits, additional reasonable and necessary meal expenses are allowed. A meal costing over the prescribed maximum may be fully reimbursed on submission of a receipt and approval by the employee's department head. (Ord. 2179, 10/20/98; Ord. 2257, 12/04/2001)

(b) In-County Travel. In-County travel reimbursement shall be made pursuant to §§ 254-5 and 254-7(a) above.

**254-8. ATTENDANCE OF DEPUTIES OR ASSISTANTS AT CONVENTIONS,
CONFERENCES OR SPECIAL MEETINGS.**

Excepting members of the Board of Supervisors and County department heads or officers, the policy of the Board of Supervisors is that attendance of one (1) individual from a department is normally sufficient to insure dissemination of information derived from conventions, conferences or special meetings. Variances from this policy may be made for staff training purposes and is at the discretion of the department head. (Ord. 1468, § 1, 04/14/81; Ord. 2388, § 1, 05/08/2007)

254-9. CLAIM FORMS.

Claims for reimbursement for travel expenses shall be made on special forms supplied by the Auditor-Controller for this purpose. All requirements of the Auditor-Controller concerning the information to be supplied on said claim forms must be complied with. (Ord. 1468, § 1, 04/14/81)

254-10. EXTRADITIONS.

Nothing contained herein is to be applicable to any claim made by a County officer or employee to the State Board of Control with regard to travel expenses while acting as a State agent engaged in returning fugitives from justice to this State or in delivering inmates of prisoners to State Institutions. (Ord. 1468, § 1, 04/14/81)

254-11. EXPENSE OF LEGISLATIVE REPRESENTATION.

Pursuant to the provisions of Government Code § 50023, regarding the expenses of legislative representation, members of the Board of Supervisors of Humboldt County and those officers, agents or employees of the County designated by order of the Board of Supervisors shall each be authorized to incur necessary expenses in connection with preparation of legislation or material in connection therewith, and for attendance at sessions of the State Legislature or meetings of committees of the State Legislature, for luncheon and dinner conferences in an amount not exceeding One Hundred Dollars (\$100.00) per month. Such expenses shall be in addition to other provisions regarding reimbursement for travel expenses.

Reimbursement for expenses incurred under this section shall be made upon the filing of claims therefor and without the necessity of vouchers or receipts thereof. (Ord. 1468, § 1, 04/14/81)

254-12. TRAVEL ADVANCES.

Travel advances are hereby authorized for all County officers and employees to include the consideration of all travel related expenses. Said advances are to be made consistent with the procedures established by the Auditor-Controller. (Ord. 1468, § 1, 04/14/81)

254-13. EXPENSE REIMBURSEMENT FOR SUPERVISORS-ELECT.

A person who has been elected to the Board of Supervisors, but who has not yet assumed office (Supervisor-elect) may request that the Board provide training and orientation for such Supervisor-elect to assist such person to perform his or her duties as a Board member, and may request that the Board authorize payment for such training and orientation from County funds. Each such request shall be in writing and shall specify the training or orientation or session proposed to be attended by such person, the maximum anticipated expenditure, and such other information as may be required by the Board. If such request is approved by the Board, the Supervisor-elect shall be reimbursed for authorized expenditures upon filing a claim therefor in such form as may be required by the County.

In addition to authorizing attendance at classes or training sessions sponsored by entities other than the County, upon request by one or more Supervisor-elect, the Board may provide such orientation and training by holding or sponsoring classes for such purpose.

Expenses which the Board may authorize pursuant to the provisions of this section shall include, but not be limited to, the payment of course fees, travel and per diem expenses, course materials, and consultant services.

The maximum amount payable pursuant to the provisions of this section in any one fiscal year shall not exceed the sum of Five Thousand Dollars (\$5,000.00) (reference: § 25208.4 of the Government Code). (Ord. 1559, § 1, 11/02/82)

[Next page is 97]

Attachment 7

Current Travel Policy

ATTACHMENT I -- Proposed Travel Policy

SECTION:	PAGE 1 OF 13
ORIGINAL ISSUE DATE: September 15, 1998	SUB SECTION: TRAVEL AND MEAL POLICY
REVISION DATE: Draft for 2007	

SECTION I – GENERAL TRAVEL POLICY

- A. It is the policy of the County that any person in the services of the County who is required to travel in the performance of his or her duties shall be reimbursed for actual and necessary expenses within certain limitations explained below i.e., budgetary restrictions. Reimbursable expenses include transportation, lodging, meals, and other necessary incidental charges which conform to the subsections, rates, and provisions herein. For all travel occasions, transportation, lodging, meals and other incidental charges are to be secured as economically as is reasonably possible.

The County strongly encourages employees who regularly incur travel costs to acquire and use the American Express Corporate Card. The travel card is in the employee's name and has "County of Humboldt" on it. Some local governments require such a card to waive the transient occupancy tax. Also, the use of the American Express Corporate Card or other credit card reduces the County's cost of processing claims.

- B. Authority for this policy originates with Chapter 4 TRAVEL EXPENSES, Section 254 et seq. of the Humboldt County Codes (Ordinances 1468, 1520, 1795, 1915), hereinafter referred to as HCC.

SECTION II – DEFINITIONS

- A. "Authorized County activities" as used herein includes County business related travel within and outside the County of Humboldt to conferences, meetings, presentations, seminars, workshops, training sessions, field visits, and field trips. Questionable activities must be resolved by the Department Head or County Administrative Officer, as appropriate, before travel is authorized.
- B. "Budgeted funds" means funds included in a department budget line item for travel, funds in a department budget that could be made available for travel, or funds provided by an entity other than the County.
- C. "County Administrative Officer" (CAO) includes his or her authorized representatives.
- D. "Primary work location" means the building or site at which the person in the service of the County normally performs the duties of his or her office or employment.

- E. “Person in the services of the County” includes all employees including appointive and elective officers, heads of County departments, and all non-salaried persons serving on County boards, commissions, advisory agencies and committees, and persons donating services to the County. Contractors do not fall under this definition. Any travel reimbursement granted contractors must be provided for in their contract and shall not rely on this policy as the legal basis of such reimbursement unless so stated in said contractual agreement.
- F. “Travel” means an authorized work-related departure from one’s primary work location and continues until one returns unless travel is combined with an individual’s vacation. In such a case this policy does not apply to the time an individual is on vacation.
- G. “Travel expense” means costs incurred for travel to and from the primary work location, including transportation, meals, lodging, and incidental expenses incurred in the performance of duties required by law or the Board of Supervisors, or as authorized by the Board of Supervisors, or as determined as necessary by the department head and/or CAO authorizing the travel.
- H. “Travel makers” are authorized department representatives who are responsible for making and securing travel arrangements. The Purchasing Division maintains a list of department travel makers.
- I. “Business Travel Account” (BTA) attempts to secure the lowest cost travel arrangements for air, car rentals and hotel accommodations. The BTA has access to discount government rates.

SECTION III – TRAVEL APPROVAL

- A. A Business Travel Authorization form is recommended for departmental travel authorization. Please see Attachment I for example. Internal department policy regarding Business Travel Authorization will need to be made available to department staff. A Business Travel Authorization form should be submitted and approved by the appropriate department head or designee in advance of the departure date, in order to review and secure travel discounts.
 - 1. Travel in-County and within the State of California is authorized and reimbursable as provided herein with approval of the department head or designee (HCC 254-4) and is permitted as long as the department has sufficient budgeted funds for such travel. Department heads traveling out of county shall advise the CAO, the Board of Supervisors, and the responsible person in their department of their travel plans so that they may be contacted if necessary.
 - 2. Out-of-state travel within statutory limits must be approved in advance by the CAO. If not in advance, need retroactive Board Authorization prior to reimbursement of travel expenses. If an outside entity pays for a portion or

hundred percent (100%) of travel an out-of-state travel form is still required. See Attachment II for required form. (HCC 254-4)

3. Out-of-state travel for the purposes of accompanying a 300 dependent or 600 ward (Welfare & Institutions Code sections 300-304.7 and 601-618.5) of the court, and District Attorney Investigators in the pursuit of abducted children, do not require CAO approval. (HCC 254-4)
4. Upon approval, the Business Travel Authorization form can be forwarded to a department's travel maker. The travel maker will then contact the BTA and make the necessary arrangements.
5. If an employee is aware of a discount rate that may not be available through the BTA, it is the employee's responsibility to make the travel maker aware of the discount rate.
6. Travel by members of other Boards and Commissions of the County shall be first approved by the Board of Supervisors except as otherwise provided by ordinance or State law.¹

SECTION IV – MEANS OF TRANSPORTATION

- A. The mode of transportation selected must be consistent with economy and efficiency. Generally the least expensive mode of transportation should be used while keeping in mind the cost of staff time incurred in actual travel.
 1. County employees are encouraged to carpool when more than one County employee is attending the same conference or function.
 2. The County's liability for any claim for vehicle repair or restoration arising out of the use of a privately owned automobile with prior approval by the appropriate department head is limited to the employee's insurance deductible or repair cost, not to exceed \$500.00.
 3. County employees using a County vehicle shall not transport people who are not employed by the County except in the following circumstances:
 - a. The passenger(s) is employed by another government agency or is a contractor performing County-related business.
 - b. The passenger(s) is a client, patient, prisoner or is being provided transportation in situations not covered in this section and the policy has been approved by the Risk Manager and CAO.

¹ Pursuant to Assembly Bill 1234 (Chapter 700, Laws of 2005) Board of Supervisors' approved Boards and Commissions must adhere to the County's travel and meal policy. All claims for reimbursement are public record.

ATTACHMENT I – Proposed Travel Policy

- c. The department has adopted a travel policy providing transportation in situations not covered in this section and the policy has been approved by the Risk Manager and CAO.
- B. Air (economy class) or other means of transportation may be authorized by the department head when in the best interests of the County. Each department's travel maker is responsible for making airline arrangements through the BTA.
- 1. Chartered air transportation may not be used except upon prior approval from the CAO.
 - 2. Personal aircraft may not be used except upon prior approval from the department head. Pilots must have a current pilot license and history and evidence of insurance on file with Risk Management.
 - a. Personal aircraft use shall be reimbursed at the then-current Standard Mileage set by the Internal Revenue Service, based on the shortest air route from origin to destination.
- C. Individuals in the service of the County are encouraged to use airport shuttles, hotel courtesy vans or taxis rather than rental cars. However, when the expense of a rental car is less than these forms of transportation or when circumstances require using a rental car, such expenses may be reimbursed. Rental car reservations are the responsibility of the department's travel maker. In selecting a rental car, travel makers shall select the best value vehicle considering the purpose of the trip, number of people involved, rental vehicle availability, and current status of County contracts with rental agencies.
- 1. When renting a vehicle for County business, **do not** purchase insurance offered by the car rental agency.
 - 2. If a County employee is involved in an accident while operating a rental car, provide the following information to law enforcement agencies, the operator of the other vehicle(s), and the rental agency:

Insurance Company: Humboldt County, Self-Insured
Address: Risk Management Division
825 5th Street, Room 111
Eureka, CA 95501
707-476-2381

The employee must provide his/her driver's license number and work address. The employee also must complete the County of Humboldt Vehicle Accident Report within 24 hours or as soon as possible. When completing the Report, indicate the vehicle was rented and attach a copy of the rental agreement.

- D. County vehicles may be routinely driven to and from work only if specifically authorized by the CAO.

SECTION V – REIMBURSEMENT

A. Non-County or private vehicles.

1. A private vehicle may be used for traveling on official County business with the prior approval of the department head and certification of insurance coverage. See Attachment II for required form. No private vehicle may be used for County business without appropriate insurance coverage. (HCC § 254-6 (c))
2. Persons in service to the County using their own vehicles in the course of County business shall be reimbursed at the then-current Standard Mileage set by the Internal Revenue Service.
3. Personal use mileage is not reimbursable.
 - a. Personal use mileage includes commuting from a person's residence to or from his or her primary work location or side trips during the course of business.

Example: Two County employees travel in a private vehicle to San Francisco for a two-day County-business-related meeting at an airport hotel. After the first day of the meeting, the employees go to a San Francisco Giants game and return to the hotel. After the second day of the meeting, the employees return to Humboldt County. Travel to and from San Francisco is reimbursable; travel to and from the baseball game is personal use mileage and is not reimbursable.

- b. When a person in service to the County adds personal use mileage to a County-business-related trip that extends the duration of the trip, the County will only reimburse costs directly related to the portion of the trip that is County related.
4. In those cases where a person in the service of the County drives directly from his or her residence to the site of a meeting or another official purpose that is not that person's primary work location, mileage reimbursement is allowable for the actual miles driven less any personal miles and shall be for the shortest route. If a person drives by their primary work location the mileage shall begin from that location.
5. The County will not reimburse for the unlawful operation of a vehicle including parking, moving, and equipment violations of state or local laws.

6. Non-county employees, who donate their time for a beneficial County purpose, can potentially be reimbursed for transportation costs pursuant to State guidelines and sufficient department funds.

B. County Vehicles

1. County vehicles are available from the Motor Pool and other locations for use on County business. The Motor Pool has different vehicles to accommodate a variety of travel needs (e.g., economical cars for single-person travel; larger cars or vans for group travel; and four-wheel drive vehicles for back country travel). It is a good idea to reserve a vehicle as far in advance as possible.
2. The Motor Pool has gas credit cards for out-of-county travel; these should be used instead of personal credit cards.
3. For extensive travel within the County, the Motor Pool has credit cards from a local vendor (e.g., "card-lock" cards). Contact the Motor Pool manager for more information.
4. There is no mileage reimbursement for using County vehicles.
5. The County will not reimburse for the unlawful operation of a County vehicle including parking or moving violations except when it involves an equipment violation of state or local laws.

C. Air Travel

1. Air transportation arrangements are made through a department's travel maker.
 - a. Upon receipt of the approved Business Travel Authorization form, the department's travel maker will arrange air transportation through the BTA.
 - b. In some cases the person in service to the County may wish to purchase the airline ticket directly and be reimbursed through normal claiming procedures. The County strongly recommends using the County's American Express Corporate Card for travel expenses. Travel agency surcharges on tickets are reimbursable.
 - c. Departments should schedule air transportation sufficiently in advance of travel to take advantage of discount rates. In all cases airline tickets shall be purchased using procedures that result in the lowest net County cost. Note that some tickets are not refundable or have other travel restrictions; in some situations where travel is anticipated but not certain it may be advantageous to pay a few dollars more for a ticket that can be returned for a refund than lose the funds of an entire ticket that is not used.

D. Lodging

1. Lodging arrangements can be made through a department’s travel maker by using the BTA.

For lodging arrangements without the aid of the BTA the following applies:

- a. A commercial lodging receipt from the days of travel indicated is required to support reimbursement. Internet receipts are acceptable as long as the receipt states the length of stay, confirmation number, rate, and a zero balance, as proof that the bill was paid.
- b. Only the single occupancy rate may be claimed for reimbursement except multiple occupancy rate may be claimed when County employees share, when appropriate, a room.
- c. Travel makers and employees shall seek the lowest cost accommodations reasonably available. If lodging is in connection with a conference, the rate may not exceed the maximum group rates published for the conference. For non-conference related lodging “government rates” should be requested.

E. Meals

1. Meals and tips shall be reimbursed to all officers and employees, including the Board of Supervisors, up to \$44.00 per diem. No documentation of actual costs is required.²
2. Meals incurred for partial days travel shall be reimbursed at these rates:

Breakfast	\$10.00 tax and tip
Lunch	\$13.00 tax and tip
Dinner	\$21.00 tax and tip

In cases where participation in an official convention or conference would interfere with these limits, additional reasonable and necessary meal expenses are allowed. A meal costing over the prescribed maximum may be fully reimbursed on submission of a receipt and approval by the employee’s department head.

3. For the purpose of determining entitlement for meal reimbursements the following will apply:
 - a. Breakfast – travel began no later than 7 a.m. and lasted at least four hours.

² Pursuant to Assembly Bill 1234 (Chapter 700, Laws of 2005), Board of Supervisors’ approved Boards and Commissions can receive reimbursement for incurred expenses. Receipts must be submitted for all expenses incurred by a member of a Board or Commission.

- b. Lunch – travel began no later than 11:00 a.m. and lasted at least four hours.
 - c. Dinner – travel lasted to or after 7 p.m.
4. The County shall provide reimbursement at POST approved rates for meals for which the County is fully reimbursed by the State. In cases where participation in an official convention or conference would be interfered with by these limits, additional reasonable and necessary meal expenses are allowed. A meal costing over the prescribed maximum may be fully reimbursed on submission of a receipt and approval by the employee's department head.
5. Expenses for alcoholic beverages are not reimbursable.
- F. Meals/Food Costs Associated with Local/Group Meetings
- 1. Reimbursement for in-County meal expense may be allowed for breakfast, lunch, or dinner with department head approval. Reimbursement for in-County meal expense remains at the discretion of the department head. The following circumstances are reimbursable under this policy:
 - a. Reasonable food costs associated with meetings involving members of the general public, private sector business persons, other public agencies, or officials representing other counties, city, state, or federal agencies (i.e. non-county employees), who donate their time for a beneficial County purpose.
 - b. Meetings with commissions, task forces, and ad hoc committees which include Humboldt County business as an agenda item.
 - c. Training sessions with commissions, task forces and ad hoc committees whereby it is necessary or appropriate for the employee to remain on site during the meal period.
 - d. Training sessions with various programmatic groups with established budget units, where food costs are authorized by the program, and it is necessary or appropriate for employee(s) to remain on site during the meal period.
 - e. Food costs for departmental staff meetings either within or outside normal working hours may be reimbursed.
 - f. Business meals occurring outside normal business hours may be allowed. The purpose or goal of each business-related meal must be stated on the

ATTACHMENT I – Proposed Travel Policy

reimbursement form with department head approval. Reimbursement cannot exceed the maximum amount allowable under this policy.

Responsibility for prior authorization shall be with the individual department head. Authority for payment under subsections a., b., c., d., and e., shall require original signatures of the department head or his/her designee.

G. Incidental Expenses

1. The following expenses may be claimed if necessarily incurred in performance of official County business. These expenses require receipts for reimbursement. (HCC 254-7)
 - a. Commuter ground transportation.
 - b. Professional laundry service for necessary travel extending beyond five days.
 - c. Emergency service and repairs to County vehicles. Check with the Public Works Department, Motor Pool Division for current procedures for such repairs.
 - d. Long distance telephone, email and fax charges for County business.
 - e. One personal call not exceeding 10 minutes may be claimed, per day.
2. The following expenses may be claimed if necessarily incurred in performance of official County business. These expenses should be supported with receipts when available.
 - a. Parking fees.
 - b. Ferry, bridge and road tolls.
 - c. Taxi cabs. May include a tip of no more than 15% of receipt.
 - d. Other incidental expenses as approved by the department head.
3. If required receipts are not available or are lost, a statement of the officer or employee who incurred the expense shall be acceptable proof of the expenditures set forth in the statement when approved by the department head.
4. These items are not reimbursable:
 - a. Alcoholic beverages.

- b. In-room movies.
- c. Family expenses when family members accompany County staff, department heads, or Board members on official County business.

H. Conference registration

- 1. On approval of the department head, registration, conference fees, and meal expenses when the meals are part of a conference, shall be reimbursed as approved by the department head.
- 2. Reimbursement for meals is not generally reimbursable when meals are included as part of the conference. Meals may be reimbursable as follows:
 - a. The employee arrives late and misses the meal;
 - b. The employee becomes ill and misses the meal;
 - c. The employee needs to leave the conference for work-related reasons and misses the meal; or
 - d. For dietary purposes, the meal provided is not suitable.
- 3. Excepting members of the Board of Supervisors and County department heads or officers, the policy of the Board of Supervisors is that attendance of one (1) individual from a department is normally sufficient to insure dissemination of information derived from conventions, conferences, or special meetings, in an effort to minimize the affect on department operations. Variances from this policy may be made at the discretion of the department head or by his/her designee. (HCC § 254-8)

I. Travel advance

- 1. Travel advances are authorized for all County officers and employees to include the consideration of all authorized travel related expenses. All advances are to be made on forms and in accordance with procedures established by the Auditor-Controller (HCC § 254-12)

J. Claims procedures

- 1. Claims for reimbursement for travel expenses shall be made on forms approved or issued by the Auditor-Controller.
- 2. Claims shall be accompanied by original receipts except as provided herein.

ATTACHMENT I – Proposed Travel Policy

3. Failure to complete the forms as required or to submit original receipts may be grounds for denying reimbursement.
4. Travel claims shall be submitted within 30 days of incurring the expense unless an exception is made by the department head and Auditor. Travel claims originating in June are due to the Auditor no later than 14 days after June 30th. Employees are encouraged to review their internal department's deadlines for processing claims at the end of a fiscal year.

REQUEST FOR OUT OF COUNTY TRAVEL - COUNTY OF HUMBOLDT - EXAMPLE

Fund: _____ Department: _____ Date: _____

Employee Name/Title: _____

Purpose/Justification (see attached): _____

Destination: _____ Date(s): _____

Include all expenses related to out of county travel, such as meals, airline, hotel and rental car.

DEPARTURE DATE/TIME: RETURN DATE/TIME: ESTIMATED EXPENSES:

Mode of Transport

Private Car Estimated Miles _____

County Car Travel Expense Advance Requested? Yes No

Airline \$_____ Prepaid

Rental Car _____ County Credit Card

Travel Maker responsible for travel arrangements? Yes No

Registration Prepaid? Yes \$_____ Amt _____ No

(If regist. not prepaid, include in expenses, above.)

Names of other staff also attending (complete separate request): _____

Other (describe; prepaid lodging amt.) _____

Manager's Approval

Branch Authorized Representative

NOTE: Out of State travel requires approval in advance by the County Administrative Officer.



OUT-OF-STATE TRAVEL REQUEST

Purchasing will not process payment for flights or rental cars until receipt of this form.

Department: _____

Dates of Travel: From: _____ To: _____

Employees Traveling: Name: _____ Title: _____
Name: _____ Title: _____
Name: _____ Title: _____

Destination(s): _____

Purpose of Trip: _____
Why can this purpose not be accomplished via in-state travel? _____

Mode of Transport: County Car Private Car Rental Car
 Airline Charter Other:

Trip costs:

Lodging: _____ days @ \$0.00 per night \$0.00
Breakfast: _____ days @ \$10.00 per breakfast \$0.00
Lunch: _____ days @ \$13.00 per lunch \$0.00
Dinner: _____ days @ \$21.00 per dinner \$0.00
Mileage: _____ miles @ \$0.485/mile \$0.00
Airfare: (if amount will be prepaid, check) _____
Registration: (if amount will be prepaid, check) _____
Other: _____

Estimated total: \$0.00

Check if you will be requesting a travel advance:

From what budget unit(s) will these expenses be paid? _____

If any of the expense will be reimbursed by an outside agency, list the agency and amount:

Department Head Signature: _____ Date: _____

By signing, department head authorizes this request, certifies that the above facts are as stated and that sufficient funds are available for this trip.

CAO Approval: _____ Date: _____

Out-of-state travel requires approval in advance by the County Administrative Office.



COUNTY OF HUMBOLDT

AUTHORIZATION TO USE PRIVATELY OWNED VEHICLES ON COUNTY BUSINESS

Authorization Effective From (Maximum One Year)

CERTIFICATION

From: _____ To: _____

Approval is requested to use my privately owned vehicle to conduct official County business.

I hereby certify that, whenever I drive a privately owned vehicle on County business I will have a valid driver's license in my possession and have a signed Authorization For Release of Driver Record Information on file with the County and the vehicle shall always be:

1. Covered by liability insurance for the minimum amount prescribe by State Law. (\$15,000 for personal injury to, or death of one person; \$30,000 for injury to, or death of, two or more persons in one accident; \$5,000 for property damage.)
2. Adequate for the work to be performed
3. Equipped with safety belts in operating condition
4. In safe mechanical condition as required by law.

I further certify that while using a privately owned vehicle on County business, all accidents will be reported to the Humboldt County Risk Management Division within 24 hours.

I understand that permission to drive a privately owned vehicle on County business is a privilege, which may be suspended or revoked at any time.

Drivers License Number	Class	Exp. Date	Insurance Company
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Employee Signature	Print Name	Date
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APPROVAL

Use of a privately owned vehicle on County business is approved

Department Head Signature	Department Name	Date
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Distribution: Department--Original Risk Management Division--Copy Form 12-05

Attachment 8

Summary for Publication Prior to Adoption of Ordinance

SUMMARY FOR PUBLICATION PRIOR TO ADOPTION OF ORDINANCE

(The summary shall be published and a certified copy of the full text of the proposed ordinance shall be posted in the office of the Clerk of the Board of Supervisors at least five (5) days prior to the Board of Supervisors meeting at which the proposed ordinance is to be adopted.)

SUMMARY

On _____, 2018, at its regularly scheduled Board meeting, the Humboldt County Board of Supervisors will consider for adoption a proposed ordinance updating Sections 254-4, and 254-6 of Title II of the Humboldt County Code relating to Travel Expenses.

The text of the proposed ordinance is available from the Clerk of the Board, Room 111, 825 Fifth Street, Eureka, CA.

Attachment 9

Post-Adoption Summary of Ordinance Updating Travel Expenses

SUMMARY FOR PUBLICATION AFTER ADOPTION OF ORDINANCE

(The summary shall be published within fifteen (15) days after the adoption of the ordinance.)

SUMMARY

On _____, 2018, the Humboldt County Board of Supervisors adopted Ordinance No. _____ updating Sections 254-4, and 254-6 of Title II of the Humboldt County Code relating to Travel Expenses.

A copy of the ordinance is posted in the office of the Clerk of the Board of Supervisors.

The votes were:

AYES:

NOES:

ABSENT: