



COUNTY OF HUMBOLDT

For the meeting of: 9/17/2019

File #: 19-1329

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Consent

SUBJECT:

Compensation of Unpaid Claims for Employee Travel Expense Reimbursements

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize the Humboldt County Auditor-Controller to process and issue payment of the attached unpaid claims for employee travel expense reimbursements.

SOURCE OF FUNDING:

Various County Funds

DISCUSSION:

The Travel and Meal Policy was adopted by your Board on Sept. 15, 1998 and is a set of rules for practice and procedure that provides department heads with additional guidelines for travel expense reimbursements. Your Board last modified the Travel and Meal Policy on April 3, 2018 when the out-of-state travel approval process was streamlined, private automobile authorizations were developed and authorized, and per diem rates were increased to reflect those of the General Services Administration (GSA).

The Travel and Meal Policy currently states that “travel claims shall be submitted within thirty (30) days of incurring the expense unless an exception is made by the department head or designee and Auditor-Controller. Travel claims originating in June are due to the Auditor-Controller no later than 14 days after June 30th.” The policy as drafted provides Good Cause exception for those who do not submit timely travel expense reimbursements, but it does not include specific criteria for application of these exceptions. County staff are frequently engaged in time-sensitive activities on the county’s behalf, and consistently have Good Cause for delayed submission of claims. The County Administrative Office expects to bring an amended policy before you that includes specific criteria for application of Good Cause exceptions.

The county recognizes the importance of tracking travel expenses and responsible use of resources.

However, the policy as currently adopted by your Board, results in the enrichment of the county at the expense of employees. This would be inconsistent with your Board's Strategic Framework and priority of investing in county employees. Accordingly, staff recommends that your Board approve, and direct the Humboldt County Auditor-Controller to process the attached unpaid claims for employee travel expense reimbursements, and any other outstanding unpaid claims that have been approved by the department head or designee.

FINANCIAL IMPACT:

The costs associated with approval and payment of outstanding unpaid employee travel expense claims were included in the fiscal year 2018-19 county budget and have already received departmental approval.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by investing in county employees .

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could deny the request for approval and payment of the attached employee travel expense reimbursements; however, this is not recommended as it would result in enrichment of the county at the expense of employees.

ATTACHMENTS:

Attachment 1 - Travel Expenses Requiring a Finding of Good Cause to Approve
Attachment 2 - Employee Travel Claim Forms

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A
Meeting of: N/A
File No.: N/A