

CHAPTER 4

EXPENSES

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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 while carrying out County business, such as for travel, lodging and meals.

(b) *Purpose.* The purpose of this chapter is to define and provide for the reimbursement of actual and necessary expenses incurred by County officers and employees while conducting County business. (Ord. 1468, § 1, 4/14/1981)

254-2.

Expenses.

(a) Authorized Expenses. County funds, equipment, supplies, titles, and staff time must only be used for authorized county business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, if the requirements of this chapter and the policy adopted pursuant to section 254-9 are met:

1. Communicating with representatives of regional, state and national government on county adopted policy positions;
 2. Attending educational seminars designed to improve employee's or officials' skill and
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information levels;

3. Participating in regional, state and national organizations whose activities affect county's interests;

4. Attending county events;

5. Implementing a strategy for attracting or retaining businesses to the county, which will typically involve at least one staff member;

6. Participating in activities for attracting employees to the county and travel expenses for candidates seeking employment as detailed in the policy adopted pursuant to section 254-9;

7. Responding to or preparing for an emergency;

8. Travel and meal expenses incurred for the purposes of conducting official county business, representing the county in an official capacity, or for obtaining training or information directly beneficial to departmental operations. Elected officials, department heads or their designees shall authorize all travel, subject to the limitations of this chapter and shall be responsible for certifying that expenses are related to county business.

9. Expenses of the Board of Supervisors as detailed in the policy adopted pursuant to section 254-9.

(b) Personal Expenses Not Reimbursable. Examples of personal expenses that the county will not reimburse include, but are not limited to:

1. The personal portion of any trip;

2. Political or charitable contributions or events;

3. Family expenses, including partner's expenses when accompanying an official or employee on agency-related business, as well as children or pet-related expenses;

4. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;

5. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and

6. Personal losses incurred while on county business.

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, 4/14/1981; Ord. 2388, § 1, 8/21/2007)

254-9.**Expense Reimbursement Policy and Claim Forms.**

(a) The County Administrative Officer is directed to maintain and update as necessary the county's expense reimbursement policy which shall provide further details and procedures regarding the use and expenditure of county resources, as well as the standards against which those expenditures will be measured. The expense reimbursement policy shall be consistent with this chapter and any updates shall be approved by the Board of Supervisors. Any expense not detailed in this chapter or the expense reimbursement policy must be approved by the Board of Supervisors.

(b) 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, 4/14/1981)

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, 4/14/1981)

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 of meetings of committees of the State Legislature, for luncheon and dinner conferences. 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, 4/14/1981)

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 expense reimbursement policy adopted pursuant to section 254-9. (Ord. 1468, § 1, 4/14/1981)

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.

Trainings for Supervisors-elect are typically held through the California State Association of Counties. Reimbursement will be based on actual costs incurred, and pre-approval will be provided based on available funding. (reference: § [25208.4](#) of the Government Code) per Supervisor-elect. (Ord. 1559, § 1, 11/2/1982)
