



COUNTY OF INYO

TRAVEL AND EXPENSE REIMBURSEMENT POLICY

1. INTRA-COUNTY TRAVEL

- 1.1 Travel within the County for one work day or less shall be authorized by the Department Head
- 1.2 Travel within the County, exceeding one day shall be approved in the same manner as for travel outside the County, with the same applicable reimbursement rates for lodging, meals, incidental expenses and transportation as stated in section 5 and 6, following.
- 1.3 Means of travel and reimbursement for expenses shall be determined in accordance with section 5 and 6, following.

2. OUT OF COUNTY TRAVEL FOR ONE WORK DAY OR LESS

Travel outside the County shall be approved by the Department Head when:

- 2.1 Such travel is required by the department in the performance of its primary function and is in the course of the employee's regularly assigned duties.
- 2.2 Maximum duration of the trip is one day.
- 2.3 No reimbursable expenses are incurred other than mileage and meals.
- 2.4 Means of travel and reimbursement for expenses shall be determined in accordance with section 5 and 6, following.



3. OUT OF COUNTY TRAVEL EXCEEDING ONE DAY

Out of County travel within the State of California and incidentally through the State of Nevada which exceeds one day and involves reimbursable expenses shall be approved by the Department Head on the basis of the following criteria:

- 3.1 Conferences or conventions at which attendance by elective or appointive employees is required by law or approved as necessary by the Board of Supervisors or the County Administrator.
- 3.2 Professional or County Association meetings.
- 3.3 Meetings or conferences required in the implementation or administration of new or on-going programs may be approved as necessary by the Board of Supervisors or the County Administrator.
- 3.4 Training or in-service sessions may be approved as necessary by the Board of Supervisors or the County Administrator.
- 3.5 Educational meetings will be approved only in those instances in which direct benefit to the County can be shown.
- 3.6 Attendance at out of County meetings will be restricted to one person per meeting or conference. That person will normally be the Department Head or alternate designated by the Department Head, except that in unusual circumstances, travel and expenses may be approved for more than one person by the Board of Supervisors or the County Administrator.
- 3.7 The travel request is accompanied by an agenda or other information or statement indicating the benefit to the County.
- 3.8 Normal work duties require out of County travel



- 3.9 Means of travel and reimbursement for expenses shall be determined in accordance with section 5 and 6, following.

4. OUT OF STATE TRAVEL

Travel outside the State of California, other than incidentally through the State of Nevada, on behalf of the County must have prior approval of the County Administrator or his/her designee. The County Administrator shall advise the Board of Supervisors of such travel prior to the actual date of travel.

5. MEANS OF, AND REIMBURSEMENT FOR, TRANSPORTATION

- 5.1 Travel will be by the most economical means. County automobiles shall be used whenever available, but when necessary, the use of private automobiles may be authorized. Authorized private vehicle usage shall be reimbursed at the rate allowed under prevailing Internal Revenue Service rules and regulations.
- 5.2 Transportation by chartered aircraft must have prior approval by the County Administrator.
- 5.3 County employees flying their own aircraft shall provide comprehensive liability insurance coverage in the amount of \$1,000,000 prior to using the aircraft to conduct County business. Evidence of insurance shall be provided to the County Risk Manager.
- 5.4 County employees flying their own aircraft shall be reimbursed at the same per mile rate as that allowed by the Internal Revenue Service for a private automobile.
- 5.5 An employee receiving an automobile allowance who utilized a County vehicle for intra-county travel (except travel in excess of 75 miles one way from Independence) shall have deducted from that allowance an amount equal to the County Motor Pool rate for the vehicle driven times the number of miles driven.



- 5.6 Reimbursable mileage shall be calculated from the employee's principal place of employment for the County, or home, if he/she departs from home, to the destination, whichever is shorter.
- 5.7 Travel exceeding one day may include reimbursement for mileage "in and about" the destination.
- 5.8 Reimbursable mileage will be based upon established distances maintained by the Auditor-Controller's Office

6. REIMBURSEMENT OF MEALS AND INCIDENTAL EXPENSES

- 6.1 In all travel, County officials and employees are expected to secure overnight accommodations and meals as economically as possible.
- 6.2 Reimbursement for lodging is for actual cost (Officer or employee only).
- 6.3 Meals and incidental expenses shall be reimbursed at the rate allowed under the prevailing Internal Revenue Service rules and regulations. The Auditor-Controller shall maintain the Internal Revenue Service publication to determine the current reimbursement rates. The applicable rate shall be the rate shown for the location where the employee ends his/her work day. The work day will be divided into six (6) four hour periods (as shown below). Travel during any portion of a period shall be reimbursed at the rate of 1/6 of the current IRS daily rate.

12:01AM – 4:00AM	-	16.67%	12:01PM – 4:00PM	-	16.67%
4:01AM – 8:00AM	-	16.67%	4:01PM – 8:00PM	-	16.67%
8:01AM – 12 Noon	-	16.67%	8:01PM – 12:00AM	-	16.67%

- 6.4 With the exception of the Board of Supervisors, who are reimbursed for all travel expenses incurred during the course of their official duties, there shall be no reimbursement for any expenses incurred if your travel does not exceed 75 miles from your regular work place. This includes any temporary assignment to any other are or office.



- 6.5 Expense claims for meals at meetings to which attendance is required by virtue of the office or position held shall state in sufficient detail the County interest for which the expense claim is presented.

7. MISCELLANEOUS TRAVEL EXPENSES

- 7.1 In addition to reimbursement for meals and incidental expenses, the County will reimburse certain other expenses. These include registration fees, parking fees, ferry, bridge and road tolls, bus and taxi fares and business communications.
- 7.2 There shall be no reimbursement for any personal expenses such as laundering, cleaning and pressing of clothes, fees and tips for services, safekeeping, in room snack bar or movies, personal telephone calls and access charges.

8. COUNTY HOSTED AFFAIRS

Whenever the County of Inyo or any of its officers or Department Heads acts as host for a convention, conference or meeting that will be of benefit to the County of Inyo, the expenses of a luncheon or dinner held in conjunction therewith, including meals of duly authorized County delegates or representatives thereto, may be paid upon submission of receipt(s) detailing the amounts requested.

9. FUGITIVE PURSUIT

Any authorized person pursuing and returning fugitives from justice from outside the State of California need not comply with the various approval provisions of this resolution. Department Head approval, with notification to the County Administrator, is authorized. However, all other provisions of these rules regarding reimbursement of any expense shall apply.



10. CLAIM PROCEDURE

- 10.1 Claims for reimbursement for expenses incurred while traveling on official County business shall be submitted to the County Auditor-Controller after completion of authorized travel, on forms approved by the Auditor-Controller's Office.
- 10.2 Statement on the claim shall include the purpose of the trip and inclusive dates and times of travel.
- 10.3 All expenditures shall be itemized and all claims shall include receipts for registrations, lodging, ferry, bridge and road tolls, bus and taxi fares and other allowable incidental expenses.
- 10.4 If a claim is submitted for purchasing a ticket on a common carrier or aircraft, the ticket stub shall accompany the claim form.
- 10.5 When attendance at official conventions, conferences or meetings forces fixed prices, the claimant must list the items separately on his claim, such as "Official Banquet" and provide a receipt showing the amount claimed.

11. DRIVER'S LICENSE REQUIREMENT

- 11.1 All County officials and employees operating any County vehicle must possess a valid California driver's license. Evidence of such license must be provided annually to the County Risk Manager.
- 11.2 All County officials and employees requesting reimbursement for use of private vehicles used on County related business must possess a valid California driver's license, and shall maintain automobile liability insurance with minimum coverage levels of \$300,000 combined single limit or \$100,000/person, \$300,000/occurrence for bodily injury liability and \$50,000/occurrence for property damage liability. Evidence of such license and insurance must be provided annually to the County Risk Manager.



- 11.3 Operation of all County vehicles or private vehicles used for County business shall be in full compliance with restrictions of such driver's license.
- 11.4 Any official or employee who does not maintain a valid California driver's license shall not be permitted to drive any County vehicle or be reimbursed for private vehicle use.
- 11.5 Use of any County vehicle or reimbursement for private vehicle use for County related business by any County officer or employee shall entitle the County Risk Manager to receive notification from the State of California, department of Motor Vehicles, that such officer or employee has a valid driver's license.

12. RIGHT OF APPEAL

Department Heads may appeal decisions of the County Administrator to the Board of Supervisors.