



# COUNTY OF INYO

## TRAVEL AND EXPENSE REIMBURSEMENT POLICY



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1. **PURPOSE**

The purpose of this policy is to establish uniform travel and business expense reimbursement policies, rules and claim procedures for persons authorized to conduct County business. The policy ensures that the County's limited resources are expended in a manner that maximizes the public benefit.

2. **SCOPE**

The County travel and expense reimbursement policy applies to all County Employees, Department Heads and Elected Officials and volunteers traveling on County business.

3. **DEFINITIONS**

Unless the context otherwise requires, the definitions contained in this part govern the construction of this policy. They do not necessarily apply in other County contexts.

3.1 **ACCOUNTABLE EXPENSE REIMBURSEMENT PLAN**

Reimbursements of travel and other business expenses to a County Traveler, will be made under an "Accountable Expense Reimbursement Plan" per the IRS if the following three requirements are met:

The person substantiates his or her expenses by submitting an expense report with

- 1) The amount of the expenditure;
- 2) The time and place of the travel; and
- 3) The business purpose of the expenditure.

3.2 **COUNTY**

"County" means the County of Inyo.

3.3 **COUNTY BUSINESS**

"County business" means the activity directly related to the ordinary, necessary and/or required business functions of the County of Inyo ("County").

3.4 **COUNTY TRAVELER**

"County Traveler" means any County officer or County employee, including temporary workers and volunteers. . Elections Clerks and Poll Workers are excluded as they are paid independently through Elections Guidelines and Policy. Independent contractors and their employees are not considered County employees.



3.5 DAY

"Day" means the County Traveler's workday. Example: If a County Traveler's workday is scheduled as a 10-hour shift, then one day for that County Traveler is 10 hours.

3.6 DESIGNEE

"Designee" is the department director, deputy director or division manager as designated by the Department Head.

3.7 END OF DAY

"End of Day" means the actual place that the County Traveler spends the night.

3.8 HOME

"Home" means the actual dwelling place of the County Traveler without regard to any other legal or mailing address.

3.9 OWENS VALLEY AREAS

"Owens Valley" means the area located from Inyo County border at Pearsonville to Inyo County Border at Bishop along Hwy 395. Tecopa/Shoshone, Trona and Death Valley areas are excluded from this area.

3.10 LONG-TERM TRAVEL

"Long-Term Travel" means the employee shall be away from County on travel for a period of 7 days or greater, including weekends.

3.11 MAIN OR REGULAR PLACE OF WORK

"Main or regular place of work" means the principal place of business for the County Traveler or the principal location to which the County volunteer is assigned to work for the County. This may be the place at which he/she spends the largest portion of his/her regular County workday or working time or, in the case of field workers, the assigned location/headquarters to which they return upon completion of regular or special assignments.



### 3.13 PER DIEM

Per diem means **“for each day.”** This is an allowance given as a fixed amount of money to cover daily living expenses. The County of Inyo pays per diem to cover meals and incidental expenses for each day of travel.

### 3.14 TEMPORARY WORK LOCATION

"Temporary work location" means the place where the County Traveler is assigned on an irregular or short-term basis. If a County Traveler is assigned to a work location for no more than 35 workdays during a calendar year, then the location is considered temporary. Attending conferences, meetings, or training sessions away from the main or regular place of work by County Travelers or volunteers, or field workers conducting fieldwork at off-site locations, does not normally constitute assignment to another site. If the County Traveler is assigned for more than 35 workdays during the calendar year, the new location has become the main or regular place of work. During the detail, an employee continues to encumber and receive the salary and entitlements of the position from which detailed (i.e., the official position of record). At the end of the detail, the employee shall return to the official location of record.

### 3.15 VEHICLE

"Vehicle" means a motor vehicle which can be legally operated on public highways.

## 4. **AUTHORIZATION TO TRAVEL - GENERAL CONDITIONS**

4.1 Travel will be authorized only when the travel is necessary and in the best interest of the County.

4.2 In all travel, County officials and County Travelers are expected to secure overnight accommodations and expenses based on the most efficient, direct, and economic means.

4.3 County Travelers are authorized to travel within the County when said travel is required by the department and is considered a part of the routine, day-to-day official duties of the County Traveler as defined and authorized by the Department Head or his/her designee. All other in-County travel requires advance authorization by the Department Head or his/her designee.

4.4 Meetings, conferences, and training sessions should be scheduled to minimize overnight travel and related cost. Department's travel budget and benefit to the County shall be considered.

4.5 No travel shall occur if the Department has exceeded its annual budgeted travel line item.

4.6 Pursuant to GC 21224, Retired Annuitants shall not receive any benefit, incentive, compensation in lieu of benefits, or other form of compensation in addition to the hourly pay rate.



- 4.7 All travel outside of the County requires advance authorization by the Department Head, or his/her designee.
- 4.8 County Travelers whose travel is required by the department in the performance of its primary function and is during the County Traveler's regularly assigned duties shall obtain prior authorization from the County Administrative Officer or his/her designee in the following situations:
- 1) All Travel in Personal Vehicle (including private air flight).
  - 2) All Travel where a family member intends to accompany the County Traveler in a County owned/operated vehicle.
  - 3) All Travel by a County Traveler that exceeds the departmental travel budget. The department must submit the plan of action for reconciling the overage prior to the travel expense being incurred.

## 5. **TRAVEL REQUESTS**

Travel requests that require authorization from the Department Head, or his/her designee, shall be submitted to the Department Head, or his/her designee, pursuant to department policy.

## 6. **IN-COUNTY TRAVEL FOR ONE WORKDAY OR LESS (SINGLE-DAY TRAVEL)**

- 6.1 Travel within the County for one workday or less shall be authorized by the Department Head or his/her designee.
- 6.2 When the County Traveler's primary work location is in the Owens Valley Area, there shall be no reimbursement for per diem or travel expense when traveling within the Owens Valley Area. This includes temporary assignment to other area or office.
- 6.3 Reimbursement is authorized for per diem or travel expense when County Traveler's primary work location is in Owens Valley Area and they travel to Tecopa/Shoshone or Death Valley Area, or in Tecopa/Shoshone or Death Valley Area and they travel to the Owens Valley Area. This includes temporary assignment to other area or office.
- 6.4 The maximum daily per diem rate for meals and incidental expenses is the federal rate for each jurisdiction, which is adjusted annually in October and is posted on the federal General Services Administration website ([www.gsa.gov](http://www.gsa.gov)).
- 6.5 For each single day of travel, the County Traveler shall be paid for one full day at the Inyo County rate regardless of where the employee resides.



6.6 Payment for Single-Day Travel per diem is considered taxable earnings and shall be paid through regular County Payroll.

7. **OUT OF COUNTY TRAVEL FOR ONE WORKDAY OR LESS  
(SINGLE-DAY TRAVEL)**

Travel outside the County shall be approved by the Department Head or his/her designee when:

- 1) Such travel is required by the department in the performance of its primary function and is during the County Traveler's regularly assigned duties.
- 2) Maximum duration of the trip is one day.

7.1 There shall be no reimbursement for expenses incurred when the travel out of the County is not greater than 75 miles from the regular workplace. This includes temporary assignment to other area or office.

7.2 For out-of-County travel, greater than 75 miles from the regular workplace and the County traveler's actual time for the day is estimated to have them traveling on the road for time that exceeds 12 hours (including work time, the lunch period and round-trip travel time), then the County Traveler will have the option of securing one night's lodging at either the front-end or back-end of the trip. In consideration of the employee's safety, if circumstances change which would require the employee to consider overnight travel rather than the originally approved day travel, this would be allowed without prior approval.

Example: A County Traveler who resides in Inyo County is required to attend a one-day business meeting in Bakersfield. The County Traveler estimates that his/her total time for the day without obtaining lodging would be 14 hours (8 hours of meetings, 1 hour for lunch and 5 hours for round-trip travel). The County Traveler will have the option of securing one night's lodging in Bakersfield, either the night before the meeting or after conclusion of the meeting.

7.3 The maximum daily per diem rate for meals and incidental expenses is the federal rate for each jurisdiction, which is adjusted annually in October and is posted on the federal General Services Administration website ([www.gsa.gov](http://www.gsa.gov)).

7.4 For each single day of travel, the County Traveler shall be paid for one full day at the Inyo County rate regardless of where the employee resides.

7.5 Payment for Single-Day Travel per diem is considered taxable earnings and shall be paid through regular County Payroll.



## 8. **IN- AND OUT-OF-COUNTY TRAVEL EXCEEDING ONE DAY (OVERNIGHT TRAVEL)**

8.1 In- and Out- of -County Travel which exceeds one day and involves reimbursable expenses shall be approved by the Department Head, or his/her designee. *The following are examples:*

- 1) Conferences or conventions.
- 2) Professional or County Association meetings.
- 3) Training or in-service sessions.
- 4) Educational meetings.
- 5) Normal work duties require out of County travel.

8.2 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 sections 10, 11, 12 and 13, following.

## 9. **LONG-TERM TRAVEL AND TEMPORARY WORK ASSIGNMENTS**

9.1 Long-Term Travel and Temporary Work Assignments shall follow the other requirements for travel reimbursement with the following exceptions/additions:

- 1) Lodging is authorized in range from dormitory, hotel, private room depending on the needs of the department.
- 2) An employee is not required to share a room with another employee except in the circumstances of an Academy Environment, where the employee may be assigned a shared room in a dormitory.
- 3) An employee shall not be required to utilize sharing of vehicles. Both County Motor Pool and Personal Vehicle may be authorized. Authorized County travelers using a personal vehicle shall require the advance written approval of the County Administrative Officer, pursuant to Driver's License and Insurance Guidelines, section 16.
- 4) The County Traveler shall only be eligible for mileage reimbursement of a personal vehicle one time "down and back" from his/her work/residence to the training. This shall be regardless of how many times the county traveler chooses to return home on personal business.
- 5) Per diem shall be provided for every day including weekends, regardless of where the employee chooses to lodge while on personal business. The per diem shall be calculated at the GSA per diem rate of the location of lodging provided by the County.

9.2 Reimbursement shall be paid with applicable reimbursement rates for lodging, meals, incidental expenses, and transportation as stated in sections 10, 11, 12 and 13, following.





## 10. REIMBURSEMENT FOR TRANSPORTATION

- 10.1 Travel will be by the most efficient, direct, and 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 for business use of a personal vehicle in effect in the County at the time of travel. Reimbursement for expenses shall be determined in accordance with the Claim Procedure, section 16.
- 10.2 Authorized County Travelers using a personal vehicle shall require the advance written approval of the County Administrative Officer, pursuant to Driver's License and Insurance Guidelines, section 16.
- 10.3 Authorized County Travelers who travel in a County vehicle may not claim mileage but may claim reimbursement of actual fuel expenses necessary for the trip that were expended by the traveler. Receipts are required and should be claimed by the County Traveler paying the expense. County Traveler shall follow County Motor Pool policies.
- 10.4 Authorized County Travelers may not claim mileage for business use of a private vehicle in the following instances:
- 1) When the County Traveler is riding with someone who will be claiming reimbursement for the vehicle's use from the County or another source;
  - 2) When the County Traveler is traveling in a County or other government agency vehicle;
  - 3) When the County Traveler is traveling in a rented vehicle (paid by County);
  - 4) When the County Traveler has been assigned a County Vehicle for home retention and/or is receiving an allowance or lump sum for mileage, unless specifically provided for in the terms of his/her agreement or contract with the County or by Board resolution.
- 10.5 A County Traveler receiving an automobile allowance who utilized a County vehicle shall be paid according to their employment contract.
- 10.6 County Traveler mileage to the temporary work location from home, and back, is considered commuting and may not be claimed except in the following cases:
- 1) If the County Traveler is required to report to the regular or main place of work before reporting to the temporary work location.



- 2) If the County Traveler is required to report to the regular or main place of work after working at the temporary work location and before going home.
- 10.7 Members of personnel interview panels may claim mileage to the panel location from his/her regular or main place of work, and back.
  - 10.9 If a County Traveler chooses to use a private vehicle instead of an alternative mode of transportation chosen by the Department Head or his/her designee because of personal preferences or obligations, his/her mileage reimbursement shall not be granted.
  - 10.10 County Travelers traveling by private aircraft which is flown by a County Traveler may be authorized if it will be the most efficient means of travel and the flight is incidental to the purpose of the County travel. Said use shall require the advance written approval of the County Administrative Officer. The Department Head shall also consider financial consequences versus the value of employee's time when using air travel. County Travelers flying his/her own aircraft shall be reimbursed at the same per-mile rate as that allowed by the Internal Revenue Service for a private automobile. If approved, the following must be provided to the Auditor-Controller's Office in advance of the travel:
    - 1) A copy of the pilot's Federal Aviation Administration (FAA) pilot's certificate and instrument rating for the category and class of aircraft to be flown and the type of flying to be performed.
    - 2) A copy of the pilot's current medical certificate.
    - 3) A copy of the FAA Pilot Proficiency Award Program certificate issued to the pilot within the twelve months prior to the flight.
    - 4) A copy of the pilot's flight log showing a minimum of 250 hours of flight time within the twelve months prior to the flight.
    - 5) 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.
  - 10.11 County Travelers traveling by commercial aircraft may be authorized if it will be the most efficient means of travel and the flight is incidental to the purpose of the County travel. The Department Head shall consider both the financial consequences and the value of employee's time when using air travel.
  - 10.12 Reimbursable mileage shall be calculated from where the County Traveler begins his/her business travel. This may be his/her place of employment or home.



10.13 Travel exceeding one day may include reimbursement for mileage "in and around" the destination. Mileage should be reasonable in consideration of the accommodations. Additional backup may be requested.

10.14 Reimbursable mileage will require a map documenting the established distances. If mileage being requested is over the stated miles on the map and is not including "in and around" mileage, the Auditor-Controller may ask for additional explanation. Additional miles traveled could be a result of poor weather, road closures, and detours. The "per mile" reimbursement shall be at the standard rate for business use specified by the IRS ([www.irs.gov](http://www.irs.gov)). This rate is usually adjusted annually in January.

## 11. REIMBURSEMENT FOR MEAL AND INCIDENTAL EXPENSES

11.1 Meals and incidental expenses shall be reimbursed at the rate allowed under the prevailing Internal Revenue Service rules and regulations. The maximum daily per diem rate for meals and incidental expenses is the federal rate for each jurisdiction, which is adjusted annually in October and is posted on the federal General Services Administration website ([www.gsa.gov](http://www.gsa.gov)). Information about any area not listed shall use the standard rate.

11.2 Travel Day(s): On the first and last day of travel extending multiples days, the County Traveler will be reimbursed one-half of the meal and incidental (M&IE total) per diem for each of the days they are solely traveling on County business. This travel day is the day before and day after the business event. The County Traveler may be reimbursed for the full day of travel when the County Traveler has business or training event on the same day that he/she are going to or returning from the travel event.

11.3 County travelers may be authorized by the Department Head, or designee, to lodge overnight as a guest of friends or relatives. A memorandum from the County Traveler stating the zip code of the location of lodging shall be provided as backup.

11.4 There shall be no reimbursement for any expenses incurred when the overnight travel does not exceed 75 miles from the County traveler's regular workplace. This includes any temporary assignment.



## 12. REIMBURSEMENT FOR LODGING

- 12.1 The Department Head or his/her designee is responsible for ensuring that the most cost-effective lodging is selected. Lodging accommodations should be moderate considering location, safety, and availability. It is authorized for lodging accommodations to be at the hotel where the training or conference is located. It is recognized that rates for conference negotiated hotels may be more or less than the standard hotel rate. Conference/seminar rates will be accepted with proper documentation. If excessive or extraordinary lodging costs are incurred, justification may be required. Reimbursement for expenses shall be determined in accordance with the Claim Procedure, section 16.
- 12.2 In the event that the County Traveler chooses to lodge at a different location or upgrade to a higher-cost room where the cost is in excess of the reasonable and justified travel/business costs: Upon the completion of the travel, the County will reimburse up to the cost of the reasonable and justified cost and the County Traveler would be responsible for payment of all charges in excess of the County's authorized amount. Example: The Conference is offering a room for \$200 per night. The County Traveler chooses for non-business reasons to upgrade to a suite. The suite is \$350 per night. The County would reimburse the County Traveler for the \$200 per night cost.
- 12.3 An original room folio or lodging receipt, showing the number of days and the number of occupants, is required for lodging claims. The receipt needs to detail all expense being requested for reimbursement.
- 12.4 Special lodging, such as accommodations in apartments, RV parks, campgrounds, or other semi-permanent lodgings, shall require advance written authorization of the County Administrative Officer, or their designees.
- 12.5 Except when registering for lodging at a pre-arranged group rate in conjunction with a conference or meeting, County Travelers shall request the government rate or lowest available eligible rate whenever possible when making lodging arrangements.
- 12.6 County travelers should inquire when making lodging arrangements whether the County is exempt from Transient Occupancy Taxes (TOT) in the locale where they are staying and should provide the necessary form to the lodging facility if required to do so to obtain the waiver.
- 12.7 Travelers are responsible for canceling hotel rooms before the cancellation period ends and should record the cancellation number in case of disputes. Travelers will not be reimbursed for "no-show" hotel charges unless there are unavoidable reasons for not canceling the room.



- 12.8 When multiple County Travelers are traveling together and the rooms are put on one invoice, one traveler may take care of the invoice but should provide the details on who stayed in each room on the invoice.
- 12.9 County Travelers are not eligible to claim reimbursement of lodging costs when staying overnight as a guest of friends or relatives.

### 13. REIMBURSEMENT FOR MISCELLANEOUS TRAVEL EXPENSES

- 13.1 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. Reimbursement for expenses shall be determined in accordance with the Claim Procedure, section 16.
- 13.2 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, water or movies; alcoholic beverages; personal telephone calls; traffic tickets or fines and access charges.
- 13.3 Conference, convention, and seminar registration and tuition fees may be claimed at the actual cost, provided that the agenda/brochure or other documentation describing the event, including the price, accompanies the approved claim to the Auditor-Controller's office.
- 13.4 Internet charges for laptop or mobile device use when traveling on County business must be for business purposes and approved by the Department Head, or his/her designee.

### 14. REIMBURSEMENT FOR ELECTED BOARD OF SUPERVISORS

- 14.1 Elected Board of Supervisors members shall be reimbursed for travel expenses in the same manner as any other County Traveler in accordance with sections 10, 11, 12 and 13 of this County policy.
- 14.2 Elected Board of Supervisors members shall be reimbursed for actual and necessary expenses incurred in the performance of official duties and current committee assignments. *Some examples of qualified travel expenses would be:*
- 1) LADWP Standing Committee Meeting
  - 2) Rural County Representatives of California (RCRC) Conferences and Meetings
  - 3) California State Association of Counties (CSAC) and National Association of Counties (NACo) Conferences and Meetings



- 14.3 The Elected Board of Supervisor members have two options for in-County mileage reimbursement. A form will be provided, and the Supervisors will make their selection annually, at the beginning of each fiscal year.

Option 1: The County shall reimburse in-County mileage for each business mile traveled.

- 1) This is an accountable plan and reimbursement for expenses shall be determined in accordance with the Claim Procedure, section 16 of this policy.
- 2) This shall be calculated where the Supervisor begins his/her business travel. This may be his/her place of employment or home.

-or-

Option 2: A Flat Rate Mileage Reimbursement payment, under the following criteria:

- 1) Payment is taxable income and will be processed through regularly scheduled payroll. It will be reported on Earning Statements and Annual Tax Statement.
- 2) This is a non-accountable plan. Claims for reimbursement for expenses are not required. No forms or backup shall be submitted.
- 3) Payment rates are determined upon the Elected Board of Supervisor members' district.

District 1, 2, 3: \$250/ per month (payment of \$115.38 per pay period)

District 4: \$350/ per month (payment of \$161.53 per pay period)

District 5: \$500/ per month (payment of \$230.77 per pay period)

- 14.4 Out of County mileage shall be reimbursed in the same manner as any other County Traveler in accordance with sections 10, 11, 12 and 13 of this County policy.

- 14.5 There shall be no reimbursement for campaigning costs or expenses.

## 15. COUNTY HOSTED AFFAIRS

Whenever the County of Inyo or any of its officers or Department Heads, or their designees, act 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 in-kind meals of duly authorized County delegates or representatives thereto, reimbursement for expenses shall be determined in accordance with the Claim Procedure, section 16.



## 16. CLAIM PROCEDURE

- 16.1 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.
- 16.2 To establish the per diem rate, the County Traveler is required to provide a hotel receipt or certify the zip code where they stayed the night.
- 16.3 Advance per diem payments shall be paid only when a County Traveler's travel exceeds 4 days. If the travel is less than 4 days, the County Traveler may submit for a Hardship exception. County Traveler will have to submit in written the reason for the Hardship to the Department Head or his/her designee. If a hardship has been authorized by the Department Head, or his/her designee, final approval must be granted by either the Auditor-Controller or County Administrative Officer.
- 16.4 In order to have sufficient time to process advanced per diem, the request must be received in the Auditor-Controller's Office a minimum of ten (10) business days prior to the travel, unless hardship has been determined. If a request is not received in the required time, the travel reimbursement submission will be returned to the Department pending the return of the County Traveler.
- 16.5 Advance payment of expenses to the County Traveler shall only be paid for per diem. No advance payment shall be made for any other costs to the County Traveler such as lodging, mileage, or parking.
- 16.6 When an advance has been issued, the County traveler shall submit a Travel Expense Reimbursement Form along with all receipts for allowable travel expenses to his/her Department for reconciliation within five (5) working days of completion of travel. Failure to submit may cause loss of his/her eligibility for future travel advances.
- 16.7 If County Traveler receives an advance per diem payment and the travel is cancelled or changed, any overage shall be repaid to the County within 30 days after the expense is paid or incurred. By accepting an advance per diem, the County Traveler opts out of any other repayment policy and must pay any overage paid in full back to the Department. If County Traveler fails to deposit the excess payment in the 30-day limit, he/she may face disciplinary action and will no longer be eligible for any advance payments in future travel.
- 16.8 Department Heads or their designees are responsible for ensuring that their County Travelers settle their travel claims within the time frames set forth above. Non-compliance may jeopardize advances for the entire department.



- 16.9 Reimbursement after Travel: After completion of travel, the County Traveler shall submit a completed County Travel Expense Reimbursement Request Form to the Department Head or his/her designee for authorization. After review and authorization, the Department Head, or his/her designee shall submit the authorized claim, together with any required receipts, to the Auditor-Controller's Office. All travel claims shall be submitted for reimbursement to the Auditor-Controller no later than July 30th of the following fiscal year the travel occurred in.

For example, I traveled any time between July 1, 2021 to June 30, 2022. My request for reimbursement must be submitted to the Auditor-Controller by July 30, 2022.

- 16.10 Any travel claims not submitted by the employee by July 30<sup>th</sup> of the following fiscal year in which the travel occurred in is considered forfeited and shall not be reimbursed.
- 16.11 Statement on the claim shall include the purpose of the trip, name of the traveler, location of the traveler's end of day, and inclusive dates and times of travel. The Auditor-Controller may, at his/her discretion, request additional clarification or documents prior to payment of the claim.
- 16.12 All Claims for reimbursement will be processed under an Accountable Expense Reimbursement Plan. There shall be no reimbursement if a valid receipt and proof of payment is not presented. Per diem reimbursement does not require expense receipts.
- 16.13 Claims for commercial carrier tickets shall be substantiated by an original ticket document (such as an e-ticket or passenger receipt ticket copy) showing the price, date, date/time of travel, and class of travel. A copy of the credit card receipt or statement from a travel agency alone is insufficient.
- 16.14 County Travelers shall seek and attempt to use the lowest rates available for the type of commercial carrier service being utilized. Whenever possible, travelers should take advantage of flight arrangements that minimize County cost (for example, purchasing a round-trip ticket may be less expensive than two one-way tickets). Reservations should be made as far in advance as possible to take advantage of available discounts and special offers. Travel agents or other services that have added ticket handling charges should be avoided.
- 16.15 Claims for travel via commercial carrier shall be limited to the cost of travel at economy rates for the same day and time of travel or actual cost, whichever is less. County travelers may upgrade tickets, provided that the traveler and not the County pay for the difference in cost for such upgrade. The County will not reimburse any type of travel insurance unless the Department Head, or his/her designee requests the traveler to purchase cancellation coverage. Reasonable baggage charges, if imposed by the airline, are reimbursable for the first checked bag.
- 16.16 Should an additional night's stay reduce the cost to the County of a ticket more than the total of any additional hotel/meal/parking cost, the costs to do so are reimbursable to the traveler but should be well-documented with a clear savings to the County.





- 16.17 County Travelers receiving reimbursement from an outside source for travel on County time shall forward said reimbursement to the County Auditor–Controller for handling and deposit if the traveler intends to submit an expense claim to the County or use County resources to travel. Said travelers shall then be entitled to submit a claim for actual and necessary expenses for transportation, meals, lodging, and incidentals, subject to the conditions set forth in this travel policy.
- 16.19 It is the County Traveler’s responsibility to ensure that all required authorization is received prior to travel. If travel is denied, and prior approval was not received, financial responsibility is with the County Traveler.
- 16.20 Unauthorized travel charges paid by a County source must be repaid to the County within 30 days after the expense is paid or incurred. If an employee charges an unauthorized travel expense to a County credit card or other County payment source, the County Traveler assumes all responsibility for the charge. The County Traveler must repay the unauthorized charges regardless of any other repayment policy. If County Traveler fails to deposit the repayment in the 30-day limit, he/she may face disciplinary action.
- 16.21 If a County Traveler chooses to incur additional costs that are above the amounts established pursuant to this policy and those costs have not been approved, then he/she may do so at his/her own expense.
- 16.22 Business expenses paid by any method must comply with this policy. While no policy can address every situation, this document is intended to cover the most common business expense scenarios; where unusual circumstances arise, the spirit of this policy – along with good judgment – must prevail.

## 17. **DRIVER’S LICENSE REQUIREMENT**

- 17.1 All County Travelers 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.
- 17.2 All County Travelers 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.



- 17.3 Operation of all County vehicles or private vehicles used for County business shall be in full compliance with restrictions of such driver's license.
- 17.4 Any County Traveler 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.
- 17.5 Use of any County vehicle or reimbursement for private vehicle use for County related business by any County Traveler shall entitle the County Risk Manager to receive notification from the State of California, Department of Motor Vehicles, that such County Traveler has a valid driver's license.
18. **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 policy. Approval from the Department Head, or his/her designee, with notification to the County Administrative Officer, or his/her designee, is authorized. However, all other provisions of these rules regarding reimbursement of any expense shall apply.
19. **RIGHT OF APPEAL**  
Department Heads or their designees may appeal decisions of the County Administrative Officer to the Board of Supervisors.