

## A-1 TRAVEL POLICY



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### 1.1.0 POLICY

- 1.1.1 The Solano County Board of Supervisors is committed to the principles of integrity, dignity, excellence, and accountability. The Board is also committed to employing a workforce that is professionally competent, active in their respective professional associations, well-trained, and capable of providing the highest quality services to the residents of Solano County. It is the policy of the Board of Supervisors that all persons in the service of the County will use due diligence in determining and evaluating the need for travel in carrying out the County's business. Each instance of travel should be clearly justifiable as to the cost, the value derived, and the number of individuals required to attend. Every effort should be made to assure that the key elements or results of any meetings, conferences, workshops, or other presentations attended while in a travel status are disseminated to other staff so they may also benefit.
- 1.1.2 It is further the policy of the Board that departments will budget, monitor, and control travel expenditures, except in emergencies, pursuant to the rules adopted by the Board and as administered and directed by the County Administrator and/or the Auditor-Controller, as appropriate.
- 1.1.3 As provided by State law, any elected or appointed official and all other individuals in the service of the County who are required to travel in the performance of their official duties shall be reimbursed for all authorized and necessary expenses incurred, subject to the limitations set forth in this Travel Policy, and a Memoranda of Understanding or the Personnel and Salary Resolution, as applicable.
- 1.1.4 All persons in the service of the County are expected to secure transportation, lodging, meals, and other incidental expenses as economically as is reasonably possible.
- 1.1.5 This Travel Policy addresses travel expenses incurred by all persons in the service of the County. However, this Travel Policy does not supersede any contractual or other agreement between the County and any of its bargaining units, employees, or other persons in the service of the County.
- 1.1.6 All previous County travel policies, practices, and procedures are repealed and replaced by this Travel Policy. The County Administrator and the Auditor-Controller shall, periodically and as otherwise necessary, review this Travel Policy and make appropriate revisions as needed.

### 1.2.0 DEFINITIONS

- 1.2.1 For the purpose of administering this Travel Policy, the following words and phrases are defined:
  - A. "Authorized County Activities" means travel within and outside of the County of Solano to conferences, meetings, presentations, seminars, workshops, training sessions, periodic field visits, and such other activities as are necessary to conduct the County's business.

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For members of the Board of Supervisors, this may include networking events with other public agencies or intergovernmental organizations.

- B. "Budgeted Funds" means funds appropriated in a department's budget 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 Administrator" and "department head" shall include their authorized representatives or designee(s).
- D. "County Administrator or the Chair of the Board of Supervisors, as appropriate" means that for all persons in the service of the County, except the County Administrator, the County Counsel and the members of the Board of Supervisors, the approval/appeal authority is the County Administrator. For the County Administrator and County Counsel, the approval/appeal authority is the Chair of the Board of Supervisors. For members of the Board of Supervisors, the approval/appeal authority is the full Board.
- E. "Personal Use Mileage" means commute miles to or from an employee's home to work, from an employee's work site on a given day, and any side trips or travel miles taken for reasons of personal business, or other non-County business.
- F. "Persons in the Service of the County" means all employees including elected and appointed officials, County department heads, contract employees in the County payroll system, and all non-salaried persons serving on County boards, commissions, advisory agencies, and committees, as well as persons donating services to the County. Independent contractors do not fall under this definition. Any reimbursement granted to contractors must be specifically provided for in their contract, and they shall not be entitled to rely on this Travel Policy as the legal basis for such reimbursement.
- G. "Primary Work Location" means the location where the person in the service of the County is assigned to perform the routine duties of their office, employment, or service. The primary work location may change and shall be communicated to the employee as soon as reasonably possible. Should an employee be temporarily assigned to a different location other than their primary work location, their eligibility for reimbursement for mileage between the new temporary location and the primary location, if applicable, is subject to the respective Memorandum of Understanding or the Personnel Salary Resolution provisions applicable for their position.
- H. "Travel" means an authorized work-related departure from one's primary work location. It continues until one returns, unless the travel is combined with an individual's personal time. In such a case, this Travel Policy does not apply to the time an individual is on personal time and ends upon completion of County business.

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### 1.3.0 GENERAL REQUIREMENTS

- 1.3.1 All travel must be properly authorized and is subject to this Travel Policy.
- 1.3.2 Reimbursement for travel expenses under this Travel Policy is available only to persons who are in the service of the County who are not otherwise compensated for those expenses. For example, employees, including department heads, who receive an automobile allowance are not eligible for reimbursement of mileage, fuel, or electric/hybrid vehicle charging costs for travel within the County. However, such individuals may be reimbursed for eligible travel expenses incurred while traveling outside the County.

At the County Administrator's sole discretion, the County Administrator may allow an employee receiving an automobile allowance to use a County Fleet Management pool vehicle on a case-by-case basis, such as when a County vehicle is required for a special-use purpose (e.g., a van for a department or County-sponsored event) and the use of a personal vehicle would be impractical or unreasonable.

- 1.3.3 All claims for travel expenses must be approved by the department head and submitted to the Auditor-Controller for review and payment. The Auditor-Controller shall ensure all claims authorized for payment comply with this Travel Policy. Claims denied by the Auditor-Controller may be appealed to the County Administrator or to the Chair of the Board of Supervisors, as appropriate.
- 1.3.4 All travel requests must be submitted to the department head and approved in advance, using the 'Authorization for Travel and Expenses' form, included as Attachment A of this Travel Policy.
- 1.3.5 The selected mode(s) of transportation must be as economical as reasonably possible. If a person chooses, with prior department head authorization, to drive a personal vehicle instead of flying, reimbursement will be limited to the lower of either the mileage reimbursement or the cost of airfare (see section 1.7.2). All travel expense reimbursements are also subject to Section 1.3.3 of this Travel Policy.
- 1.3.6 When a department head is traveling outside the County on County business, they must inform the most senior management individual(s) in their department of their travel plans to ensure they can be reached if necessary. When a department head is traveling out of State or out of the country (whether on County or personal business), they must notify the County Administrator or the Chair of the Board of Supervisors, as appropriate, in addition to the most senior management individual(s) in their department.

### 1.4.0 AUTHORIZED TRAVEL

- 1.4.1 Persons in the service of the County may travel within California, to the Reno/Tahoe area, or out-of-state when required to comply with a court order or federal/State law (e.g., extraditions, compliance checks, etc.), with prior approval of their department head. Approval from the County Administrator or the Chair of the Board of Supervisors is not

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required in those cases. The necessity of such travel must be clearly documented in the travel report for audit purposes.

- 1.4.2 Except as noted in Section 1.4.1, all requests for discretionary out-of-state travel require prior approval from both the department head and the County Administrator or the Chair of the Board of Supervisors, as appropriate, using the Authorization for Travel and Expenses form, included as Attachment A to this Travel Policy. The County Administrator or Chair of the Board will determine if the out-of-state travel is justified.
- 1.4.3 Travel by members of official County committees, commissions, and boards shall be approved by the department head overseeing the funding for such entities. Such travel shall be within the limits of appropriations, and subject to all other requirements of this Travel Policy.
- 1.4.4 Travel and other expenses incurred by members of the Grand Jury, including any special Grand Jury, shall be approved by the Superior Court Executive Officer. Claims shall be submitted monthly on a Grand Jury Travel Claim Form, specifically and exclusively for use by the Grand Jury, which ensures the confidentiality of the Grand Jury's activities.
- 1.4.5 Time spent by employees outside of normal work hours traveling to trainings, meetings, or assignments at locations other than the primary work location is generally not compensable time except as otherwise addressed in the applicable Memorandum of Understanding. Time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile is not compensable work time.
- 1.5.0 USE OF PERSONAL VEHICLES IN THE SERVICE OF THE COUNTY
  - 1.5.1 Persons traveling in the service of the County should use the least expensive mode of transportation that appropriately meets the need of the travel. They are encouraged to use their personal vehicles when doing so is the most efficient and cost-effective option for the County. Department heads should monitor individual mileage reimbursement claims to determine whether the use of a County vehicle would be more cost-effective.
  - 1.5.2 Generally, if an individual chooses, with prior department head approval, to use a personal vehicle instead of flying to the destination, reimbursement shall not exceed the lower of the following:

- The mileage reimbursement based on the County's approved rate; or
- The cost of the most economical available airfare.

The department should perform a cost comparison between using a personal vehicle and public transportation using the most economical rate for comparison and attach the comparison to the travel claim.

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- 1.5.3 Private vehicles used for County business must be equipped with seat belts, and all passengers must use them as required by law. The vehicle must be currently registered and insured as required by State law.
- 1.5.4 The County shall not be liable for any claims related to vehicle rental, repair or restoration resulting from accidents, vandalism, or any other damage arising from the use of a privately owned vehicle for County business, except for reimbursements specifically provided under this Travel Policy and the applicable Memorandum of Understanding covering the individual involved. Risk Management recommends purchasing additional auto insurance coverage, including coverage for loss of use of a personal vehicle, to protect against potential gaps while using their private vehicle for County business.
- 1.5.5 The County will not reimburse anyone covered under this policy for any fines, fees, penalties or other costs incurred as a result of the unlawful operation of a vehicle. This includes, but is not limited to, parking, moving, and equipment violations under state or local laws, regardless of whether the vehicle was used for County business.

### 1.6.0 USE OF COUNTY VEHICLES

- 1.6.1 Persons in the service of the County typically use County vehicles when their duties involve extensive driving, client transportation, or the use of specialized equipment required for County business.

County vehicles are assigned to departments based on operational need and available funding. Department heads are responsible for assigning and monitoring County vehicles within their department. To ensure cost-effective use of County resources, department heads should evaluate the utilization of assigned County vehicles annually.

County Fleet Management may independently track vehicle utilization and may adjust a department's vehicle allocation if it is determined that a vehicle is not sufficiently utilized to justify its cost to the County, or if the need for the specialized equipment no longer exists.

- 1.6.2 When traveling outside of Solano County, fuel, electric/hybrid vehicle charging costs, and repair expenses incurred in the operation of a County vehicle will be reimbursed as follows:
  - A. Fuel and Electric/Hybrid Vehicle Expenses for a County Fleet Management Vehicle Assigned to a Department or for a Department-Owned Vehicle. Departments will reimburse employees for fuel or electric/hybrid vehicle charging expenses incurred during the authorized operation of a County vehicle.
  - B. Fuel and Electric/Hybrid Vehicle Expenses for a County Fleet Management Daily Rental Vehicle (pool vehicle). Fleet Management will reimburse employees for fuel or electric/hybrid charging expenses incurred during the authorized operation of a pool vehicle.

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- C. Electric and Hybrid Vehicle Charging. When traveling outside the County, employees should use County-approved in-network charging stations. The Fleet Manager or designee will provide a list of approved in-network chargers upon request. Employees must receive prior approval from the Fleet Manager or designee before using an out-of-network charging station to charge a County vehicle. When authorized to use an out-of-network charging station, employees should limit charging time to one hour or less, when possible. Costs incurred at approved out-of-network charging stations will be the responsibility of the employee at the time of service but may be reimbursed via a travel voucher, subject to prior approval and in compliance with this Travel Policy.

For additional information and requirements, refer to the Use of County EV Charging Stations Policy (A-4).

- D. Repair Expenses for a County Fleet Management Vehicle Assigned to a Department or for a County Fleet Management Daily Rental Vehicle (Pool Vehicle). Necessary repairs under \$250 to the vehicle (i.e., flat tires, fan belts, radiator, heater hoses, etc.) by a competent dealer, repair shop, or service station shall be reimbursed by County Fleet Management. Repairs to the vehicle estimated to exceed \$250 must be pre-approved by County Fleet Management and collect calls to County Fleet Management will be accepted for this purpose.

All requests for reimbursement for fuel or repair expenses must be accompanied by original receipts for the actual costs.

- 1.6.3 County vehicles may not be used to transport individuals who are not employed by or otherwise officially engaged in service to the County. Exceptions are permitted when transporting non-County individuals is an essential function of an employee's official duties. For example, in roles like correctional officer, deputy sheriff, or social worker, etc. In such cases, transportation of individuals (e.g., foster children, clients, detainees, etc.) is allowed when directly related to County-authorized responsibilities.

Under no circumstances may County vehicles be used to transport friends, family members, or other unauthorized individuals for personal reasons. Any exceptions to this policy must be approved in advance by the department head or their designee and must be consistent with the individual's official County duties.

- 1.6.4 County vehicles may be taken home and routinely driven to and from work only if specifically authorized by the County Administrator or the Chair of the Board of Supervisors, as appropriate. Refer to the Take Home Vehicle Policy (A-3) for additional information.

### 1.7.0 PUBLIC TRANSPORTATION

- 1.7.1 Travel by air (coach class), train, or other means of public transportation may be authorized by the department head when it is in the best interest of the County. All travel involving chartered or privately operated planes or boats requires prior approval from the



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County Administrator or the Chair of the Board of Supervisors, as appropriate. Departments should schedule air and rail travel sufficiently in advance of travel to take advantage of discount fares, whenever appropriate. Tickets should be purchased using procedures that result in the lowest cost. Common carrier expenses are reimbursable at the actual cost of tickets. Unused tickets, or portions of tickets, are to be returned to the vendor and a credit must be secured.

County employees may retain a promotional item (such as frequent flyer miles, upgrades, and access to airline or carrier lounges) earned through official travel paid for by the County provided the promotional item was earned: (i) under the same terms available to the general public; and (ii) at no additional cost to the County. Employees must comply with applicable governmental ethics standards and travel regulations to avoid unnecessary or inefficient travel. (Reference Public Law 107-107, December 28, 2001, Section 1116, Retention of Travel Promotional Items)

- 1.7.3 Individuals in the service of the County are encouraged to use cost-effective transportation options such as airport shuttles, hotel courtesy vans, rideshare services (Uber/Lyft) or taxis rather than rental cars whenever feasible. Expenses incurred for personal preference or non-business reasons will not be reimbursed. When traveling together, individuals should carpool whenever possible to reduce costs.

A rental car may be authorized with prior approval from the department head when:

- The total cost of necessary public transportation exceeds the cost of a rental vehicle; or
- Travel away from the conference site or hotel is required for County business.

Rental car reservations shall be made by the department prior to travel and shall not be modified without department head approval. The department must select the least expensive vehicle that reasonably meets the business needs of the trip. Departments should evaluate car rental rates with the County's negotiated rental car provider. Refer to the County's SharePoint site for current rates and provider information.

When renting a vehicle for County business, individuals must purchase the Loss Damage Waiver (LDW) to eliminate liability for damage to the rental car. No other rental car insurance coverage should be purchased.

### 1.8.0 MILEAGE REIMBURSEMENT

- 1.8.1 The County's mileage reimbursement rate shall be the standard rate established by the Internal Revenue Service (IRS). Necessary tolls and parking fees are also reimbursable. Information regarding IRS mileage and per diem rates can be accessed at [www.gsa.gov](http://www.gsa.gov).
- 1.8.2 Mileage reimbursement shall be made only for necessary travel directly related to County business, less any personal use mileage. Claims must be submitted using the Mileage Reimbursement form, included in this policy as Attachment B.

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If travel involves expenses beyond mileage (i.e. meals, lodging, registration fees), then a Vendor Travel Claim form (Attachment C) should be used.

- 1.8.3 Personal use mileage, as defined in this policy, is not eligible for reimbursement.
- 1.8.4 When a person in the service of the County uses their personal vehicle to travel directly from their residence to the site of a meeting or other County-authorized activity that is not located at their primary work location, mileage reimbursement is allowed for the actual miles driven, less any personal use miles, and must be for the shortest practical route.

For example, a person living in Vacaville with a primary work location in Fairfield who drives to Sacramento and back home on County business, is eligible to claim mileage reimbursement for the round-trip mileage between Vacaville and Sacramento via I-80, including any applicable connecting streets and parking fees. If the same person drives to and from San Francisco from Vacaville, the reimbursable mileage would be based on the round-trip distance between Fairfield and San Francisco via I-80, plus parking fees and tolls. Any personal use miles must be deducted from the total claimed mileage.

- 1.8.5 Persons in the service of the County may cannot claim mileage reimbursement for the business use of personal vehicles when:
- A. Riding with someone who will be claiming mileage reimbursement from the County or another authorized source.
  - B. Traveling in a County-owned or other government vehicle.
  - C. Traveling in a rental vehicle reimbursed by the County.
  - D. Except as allowed for out of county travel for recipients of an Automobile Allowance.

### 1.9.0 INSURANCE/AUTO ACCIDENTS

- 1.9.1 Persons in the service of the County must provide evidence of valid auto insurance to their department head prior to operating a personal vehicle on County business and annually thereafter.

It is the responsibility of each person to verify with their insurance provider that their policy includes coverage for business use. In addition, persons submitting claims for mileage reimbursement must certify that they maintain adequate auto insurance coverage.

- 1.9.2 The County requires the following minimum auto insurance coverage for individuals driving their personal vehicles for official County business, unless otherwise specified in the applicable Memorandum of Understanding:

Personal Injury:	\$100,000 per person/\$300,000 aggregate
Uninsured Motorist:	\$100,000 per person/\$300,000 aggregate



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Property Damage: \$50,000  
or  
Combined Single Limit: \$300,000

- 1.9.3 Driving a personal vehicle on County business without the required minimum insurance coverage may result in disciplinary action, up to and including termination.
- 1.9.4 Persons in the service of the County may choose not to purchase collision coverage on their personal vehicle. In such instances, the County's maximum reimbursement for collision-related losses shall be limited to a total of \$500 per accident, or the amount specified in the applicable Memorandum of Understanding. Any non-recoverable losses due to lack of collision coverage are the individual's sole responsibility.
- 1.9.5 Reimbursement for insurance deductibles will not be allowed if the individual receives a traffic citation or is determined to be at fault for the accident.
- 1.9.6 Claims for reimbursement must be submitted to the Clerk of the Board of Supervisors and will be administered by County Counsel.
- 1.9.7 All auto accidents, whether in a County vehicle, rental vehicle, or personal vehicle, must be reported immediately to local law enforcement, as required by law.

### 1.10.0 VALID CALIFORNIA DRIVER'S LICENSE

- 1.10.1 Persons in the service of the County must submit a photocopy of their valid California driver's license to their department prior to operating a personal vehicle on County business. Upon renewal, extension, or any change to the license, an updated photocopy must be submitted to their department. If the license is revoked or suspended, the person must immediately advise their department head.

Alternatively, the department may visually confirm that the driver's license has been renewed and record the confirmation in a log or other appropriate document. When conducting this verification, the department should also confirm proof of valid insurance.

- 1.10.2 The County reserves the right to obtain driving records from the Department of Motor Vehicles (DMV) and participates in the DMV's Employer Pull Notice program. Refer to the County's Driver Authorization and Driver Performance Policy (A-2) for more information.
- 1.10.3 Driving in the service of the County without a valid California driver's license will result in disciplinary action up to and including termination.

### 1.11.0 LODGING

- 1.11.1 With prior approval from the department head, County Administrator, or the Chair of the Board of Supervisors, as appropriate, lodging expenses incidental to authorized travel will be reimbursed. Consistent with Government Code section 53232.2, when lodging is required as part of a County authorized conference or meeting located more than 50 miles

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from the individual's residence or primary County work location, lodging expenses shall be reimbursed up to the maximum group rate published by the conference or activity sponsor, provided that such group rate is available to the individual. If the group rate is not available, the individual must select comparable lodging consistent with the general principles outlined in this policy.

Generally, lodging reimbursement will not exceed the IRS per diem rate for the area. Exceptions to this limit may be granted only when justified as necessary and typically require prior approval from the Auditor-Controller (ACO). Prior ACO approval is not necessary when: (i) the conference or meeting is held at a hotel offering an official conference rate; or (ii) the cost of transportation from a less expensive hotel exceeds any potential savings. Adequate documentation supporting the conference rate must be provided with the Travel Request Form in lieu of the Excess Lodging Form. Lodging expenses incurred within Solano County will not be reimbursed unless approved in advance by the County Administrator or the Chair of the Board of Supervisors, as appropriate.

- 1.11.2 Persons in the service of the County traveling on County business may be eligible for exemption from the Transient Occupancy Tax (TOT) imposed by many California counties and cities on nightly hotel and motel room rates. To minimize costs to the County, all persons in the service of the County should utilize the available TOT exemption certificate whenever possible. The TOT Exemption Certificate is included in this policy as Attachment D.
- 1.11.3 Persons in the service of the County shall request the lowest available rates or applicable government rates when making lodging reservations. If accompanied by a family member or friend, the individual is responsible for any cost difference between the single and double room rates. When two individuals covered by this policy share a room, only one person may be reimbursed at the double occupancy rate; both individuals cannot be reimbursed at the single occupancy rate.
- 1.11.4 Reimbursement will not be provided for lodging in a private home or a short-term vacation rental (e.g. Airbnb, VRBO, etc.).
- 1.11.5 Lodging expenses may be reimbursed starting no sooner than the evening prior to the beginning of the County-authorized activity and will generally end the same day the activity ends. The department head may make an exception if the County-authorized activity ends later than 6:00 p.m. local time.
- 1.12.0 MEALS
- 1.12.1 This section applies to meal expenses incurred in conjunction with authorized travel outside the County by all persons in the service of the County. For information on meals and/or refreshments outside travel situations, refer to the Meal/Refreshment Policy.

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1.12.2 Expenses for meals, including tips, shall be reimbursed at the IRS per diem rate applicable to the location of the County-authorized activity. When a meal is provided as part of a conference or meeting, reimbursement shall be limited to the group meal rate published by the conference or meeting sponsor.

1.12.3 Under no circumstances will expenses for alcoholic beverages be reimbursed.

1.12.4 For purposes of meal reimbursement eligibility, it is assumed that individuals follow an 8:00 a.m. to 5:00 p.m. work schedule on travel days. Individuals on alternative work schedules should adjust these examples to their own work schedules.

Subject to the limitations set forth below, when travel outside Solano County prevents a person from having meals at their usual time and place, the County will reimburse reasonable meal expenses.

1.12.5 To qualify for meal reimbursement:

A. Breakfast. Reimbursement is allowed when travel begins at least two hours prior to the person's normal starting time.

Example: A person leaving Fairfield at 5:45 a.m. to catch a flight in San Francisco is eligible for breakfast reimbursement because the travel started at least two hours before the person's usual starting time.

B. Lunch. Reimbursement is allowed when travel precludes the person from having their normal mid-work meal at the usual time and location.

Example: A person working in Vallejo attending a two-hour training session in Sacramento starting at 10:00 a.m. qualifies for lunch reimbursement, as attendance precludes their normal lunch.

C. Dinner. Reimbursement is allowed when travel prevents the person from being within two hours' travel time of their primary work location or home.

Example: A person living and working in Fairfield attending a conference in Sacramento from 9:00 a.m. to 4:45 p.m. who returns home by 6:00 p.m. is not eligible for dinner reimbursement.

D. Personal Time. If a person remains at the travel destination beyond the completion of County business by personal choice, any additional meals will be considered personal expenses and not reimbursable.

1.12.6 When a meal is included in the cost of a conference registration fee or is provided by the event coordinator at no cost, the County will not separately reimburse that meal, whether or not the person chooses to dine elsewhere.

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- 1.12.7 In special circumstances a person may be required to pay for meals in an amount that exceeds the IRS Per Diem rate. To request reimbursement for such expenses, the department head must submit a memorandum to the ACO explaining the necessity for exceeding the IRS rates, with receipts for the actual expenses. Reimbursement will be approved if the ACO determines that the expense incurred was reasonable.
- 1.12.8 With prior approval from the department head, the County Administrator, or the Chair of the Board of Supervisors, as appropriate, a person in the service of the County who attends a breakfast, lunch, or dinner meeting within the County may be reimbursed up to the group rate published by the meeting sponsor only when attendance at the meeting is directly related to their job or official duties. Claims for reimbursement of such meals must include a brief description of the meeting's purpose, its relevance to the claimant's job or official duties, and, if available, a meeting agenda or brochure.
- 1.12.9 Under no circumstances will reimbursement be provided for friends, family, or any persons not in service to the County.
- 1.13.0 MISCELLANEOUS
- 1.13.1 Departments shall generally limit attendance at any single training or conference to no more than two employees. Attendees may share relevant information with their co-workers upon return. Exceptions may be granted at the sole discretion of the County Administrator or Chair of the Board, as applicable, if it is determined that the County will derive significant benefit from sending multiple attendees.
- 1.13.2 In addition to the items addressed elsewhere in this policy, the following expenses may be reimbursed when necessary and directly related to the performance of County-authorized activities.
- A. Parking and vehicle storage fees. (Receipts required for any amount exceeding \$10.00 per day.)
  - B. Light rail, bus, taxi, rideshare services (e.g. Uber/Lyft), and other train fares. (Receipts always required for reimbursement.)
  - C. Automobile rental. (Receipts always required for reimbursement.)
  - D. Ferry, bridge, and road tolls.
  - E. Telephone and internet charges required to conduct County business while traveling on County business. (Receipts always required for reimbursement.)
  - F. Transportation of personal baggage. (Receipts always required for reimbursement.)
  - G. Registration and conference fees. (Receipts always required for reimbursement.)

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- H. Other necessary and customary travel expenditures, including tips for taxis and baggage handlers. (Receipts required if the total exceeds \$6.00 per day.)
- I. No claim for personal services such as cleaning, laundering, barbering, or similar expenses will be reimbursed.
- J. Other charges, such as fees for additional legroom, early check-in, seat selection, or excess baggage weight will not be reimbursed.
- K. Changes to an itinerary for business reasons will be reimbursed and must be documented. Changes to an itinerary for personal reasons will not be reimbursed.

1.13.3 Travel expenses will be advanced at the per diem rates and/or other estimated costs upon the timely filing with the Auditor-Controller of a request for a travel advance signed by the department head or designee, using the Authorization for Travel and Expenses form, included in this policy as Attachment A.

The minimum travel advance is \$50. In addition, the County may make pre-payments in full for the following:

- A. Lodging costs.
- B. Air, train, and bus fares.
- C. Conference registration fees.

1.13.4 Travel advances shall be reconciled to actual costs within 30 days of the related travel. If the amount of the advance differs from the amount of the actual costs, personal payment of any reimbursement due to the County shall be required, or if the actual costs exceed the advance, a claim for additional reimbursement may be filed. Advances shall also be reimbursed to the County in those instances where the claimant was otherwise compensated. For example, if a meal for which the claimant received an advance is paid for by another person, the claimant must reimburse the County at the rate for which the advance was received for that meal.

1.13.5 If a trip is canceled, the travel advance shall be returned to the Auditor-Controller within three business days of such cancellation.

### 1.14.0 CLAIMS

1.14.1 Claims for expenses incurred while traveling on official County business and for mileage reimbursement shall be submitted by the department head to the Auditor-Controller in a timely manner within the fiscal year they are incurred. Failure to complete the forms as required or to submit the proper receipts may be grounds for denying reimbursement.

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Claims that are denied by the Auditor-Controller may be appealed to the County Administrator or the Chair of the Board of Supervisors, as appropriate.

- 1.14.2 Original receipts for lodging, meals, transportation/automobile rental, and conference registration fees must accompany the claims. Unless previously submitted with a request for advanced travel expenses, the claim shall also include a brief description of the purpose of the trip, the destination, and, if available, a meeting agenda or brochure.
- 1.14.3 Claims for personal mileage reimbursement may be submitted neither less frequently than every three months nor more frequently than once a month, using the County's Mileage Reimbursement form (Attachment B). Claims submitted on an annual basis shall be rejected.
- 1.14.4 Claims for special travel (i.e., conferences, trade shows, etc.) including meals, lodging, private mileage and/or other expenses shall be submitted on a single trip basis on a Vendor Travel Claim form, included in this policy as Attachment C. All the related expenses for each single trip are to be combined on a single form.
- 1.14.5 Mileage reimbursement may only be claimed on a Mileage Reimbursement form, included in this policy as Attachment B. Such claims are to be filed separately from all other travel request/reimbursement forms.
- 1.14.6 All claims for expenses incurred in the use of vehicles owned by the County, including the expenses for emergency repairs, shall include the license plate number of the vehicle and/or the County vehicle number.

### 1.15.0 REPORTING REQUIREMENTS

- 1.15.1 As required by Government Code section 53232.3(d), each member of the Board of Supervisors shall file a monthly meeting attendance report with the Clerk of the Board listing all meetings or other activities for which they have received an expense reimbursement or other compensation. Such lists are not intended to reflect all of the meetings and activities attended by the Supervisors, but only those for which reimbursements or stipends were received. The monthly meeting attendance report shall be filed on or before the 30<sup>th</sup> day of the following month. The Monthly Meeting Attendance Report Form is included in this policy as Attachment E.



**AUTHORIZATION FOR TRAVEL AND EXPENSES****TRAVEL INFORMATION**

Name/Title \_\_\_\_\_

Department/Budget Unit \_\_\_\_\_ Date of Request: \_\_\_\_\_

Destination: \_\_\_\_\_ Date of Departure and Return: \_\_\_\_\_

Reason for Travel: \_\_\_\_\_

Method of Travel: ☐ Personal Vehicle ☐ County Vehicle ☐ Airplane ☐ Other \_\_\_\_\_**Lodging:** ☐ Yes ☐ No If yes, # of nights \_\_\_\_ Rate per night \$ \_\_\_\_\_ IRS Per Diem Rate per night \$ \_\_\_\_\_Has the lodging been reserved/rate secured (typically using a credit card to hold/reserve the rate)? ☐ Yes ☐ No  
(Attach a copy of the room reservation showing the rate per night, include the cancellation policy)Is the lodging at the same location as the conference (if no, provide justification)? ☐ Yes ☐ NoIs this the conference rate (if no, provide justification)? ☐ Yes ☐ No

Lodging justification: \_\_\_\_\_

**Excess Rate for Lodging Approval Required?** ☐ Yes ☐ No **Auditor-Controller Signature** \_\_\_\_\_

List names of other staff attending the same event: \_\_\_\_\_

Will travel resources be shared? (Uber/Lyft, parking, etc.) ☐ Yes ☐ No

I certify that the above-requested travel is necessary for County business and that sufficient funding is available in the department's budget.

Employee Signature: \_\_\_\_\_ Manager Signature: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORIZATION OF TRAVEL** (To be completed by County Administrator's Office if travel is voluntary and out of state)☐ **Approved** ☐ **Approved with Changes** ☐ **Denied (Reason: \_\_\_\_\_)**

Changes: \_\_\_\_\_

The above voluntary, out-of-state travel is approved/denied as indicated above.

\_\_\_\_\_  
CAO Analyst Initials

Chair of the Board/

County Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTIMATED EXPENSES**

	# of Days	Amount (Per Diem/Estimated Cost)	Total (Days x Amount)
Per Diem (Breakfast 20%)			
Per Diem (Lunch 30%)			
Per Diem (Dinner 50%)			
<b>Total Meals</b>			
Conference Fees			
Lodging			
Airfare			
Mileage			
Parking/Bridge/Tolls			
Rideshare (Uber/Lyft)			
Other			
<b>TOTAL ESTIMATED EXPENSES</b>			



**JANINE HARRIS, CPA**  
**AUDITOR-CONTROLLER**

**VENDOR CLAIM  
MILEAGE REIMBURSEMENT**

**AUDITOR-CONTROLLER'S OFFICE ONLY**

CLAIM NO.

VENDOR NO.

POSTING DATE

NAME AND ADDRESS OF EMPLOYEE

Month

Year

ORGANIZATION TITLE

MILEAGE REIMBURSEMENT RATE

Acct  
Key

Subobject

JL Key

JL Subobject

Misc

Period

Amount

0002355

0002335

-

-

**Total: \$**

-

**ODOMETER**

BEGINNING

ENDING

TOTAL

PERSONAL

NET MILES

DAY

BRIDGE  
PARK

TERRITORY COVERED OR TRIP REMARK

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PREPARED BY:

PHONE:

Mileage:

Bridge / Park

-

-

**CERTIFICATION OF EMPLOYEE:**

I certify that I have a valid driver's license and required insurance coverage as stated in the County's Travel Policy. I further certify that the above claim are true and correct; that no part thereof has been paid.

**CERTIFICATION OF DEPARTMENT HEAD:**

Department Head

Employee

(Please Use BLUE ink)

Date

**CERTIFICATION OF AUDITOR-CONTROLLER:**

**VERIFICATION OF SUPERVISOR:**


I hereby certify that the computations are correct and the claim is therefore approved for payment.

Supervisor

(Please Use BLUE ink)

Date

Auditor-Controller

 <div style="display: inline-block; vertical-align: middle; margin-left: 20px;"> <b>JANINE HARRIS, CPA</b>  <b>AUDITOR-CONTROLLER</b>   <b>VENDOR CLAIM TRAVEL</b> </div>						<b>AUDITOR-CONTROLLER'S OFFICE ONLY</b>			
						CLAIM NO.			
						VENDOR NO.			
						POSTING DATE			
NAME AND ADDRESS OF VENDOR						ORGANIZATION TITLE			
Acct Key	Subobject	JL Key	JL Subobject	Misc	Encumbrance	Contract	Period	Amount	P or F Payment
<b>TRAVEL RECORD</b>							<b>TOTAL:</b>		<b>\$0.00</b>
Dates:									
BREAKFAST: (20% of Per Diem)									
LUNCH: (30% of Per Diem)									
DINNER: (50% of per Diem)									
HOTEL:									
REGISTRATION:									
AIR FARE:									
PRIVATE CAR:                      Total Miles:									
BRIDGE TOLLS:									
PARKING:									
OTHER									
<b>Daily Totals:</b>						-	-	-	-
<b>TOTAL REIMBURSEMENT CLAIMED:</b>								<b>\$0.00</b>	
<b>CERTIFICATE OF VENDOR (CLAIMANT):</b> I hereby certify upon my own personal knowledge that the above claim and the statements, items, and amounts as therein set forth are true and correct; that no part thereof has been paid; that the amount claimed is justly due and is presented within one year after the last item has therefore accrued.									
SIGNED: _____ <div style="text-align: center; color: blue;">(Please use BLUE ink)</div>									
<b>DESTINATION:</b> (The Auditor-Controller's Office will NOT accept this claim unless some type of documentation supporting travel is attached, i.e., training flyer, program/meeting agenda, etc.)									
PREPARED BY:						PHONE:		08/21/25	
<b>VENDOR (CLAIMANT) WILL NOT WRITE IN THE SPACE BELOW THIS LINE</b>									
<b>CERTIFICATE OF DEPARTMENT HEAD</b> I hereby certify upon my own personal knowledge that the articles or services specified in the above claim were ordered for the purpose indicated hereon; that the articles have been delivered or the services have been performed by the claimant as set forth above, with the exceptions noted.  <div style="text-align: right; margin-top: 20px;">\$       -</div>						<b>CERTIFICATE OF AUDITOR-CONTROLLER</b> I hereby certify that the computations are correct and the claim is therefore approved for payment.			
<div style="color: blue;">(Please use BLUE ink)</div> Department Head						JANINE HARRIS, CPA                      Auditor-Controller			

**TRANSIENT TAX EXEMPTION  
CERTIFICATE**

A-1 Travel Policy  
Attachment ■  
Revision Date: 02/15/2012  
Page: 1 of 1

**Solano County Travel Policy, section 1.11.2**

Most Counties and cities in California charge a Transient Occupancy Tax (TOT) Rate on nightly room rates in hotels/motels. This tax can range from .25% to 15% of the room rate. Government employees may be exempt from this tax in many jurisdictions. All persons in the service of the County should take advantage of this exemption, whenever possible, to save the County this additional expense.

Employee Name: \_\_\_\_\_

Title: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Hotel/Motel Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Date(s) of Stay:

From: \_\_\_\_\_ To: \_\_\_\_\_

I declare under penalty of perjury that my registration at the above hotel/motel is for the sole purpose of conducting official county business and that the above hotel/motel may contact the County of Solano to verify my identity and employment.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature