

## A-1 TRAVEL POLICY



Inception Date: 7/6/1953

Last Revision Date: 2/28/2012 10/1/2025

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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 obtained while in a travel status are disseminated to other staff so they may also benefit.

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1.1.2 It is further the policy of the Board that departments heads will budget, monitor, and control travel expenditures, except in emergencies, will be budgeted, monitored, and controlled 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 and all Memoranda of Understanding or the Personnel and Salary Resolution, as applicable. and Benefits Summaries.

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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.

1.1.45 This Travel Policy is intended to address travel expenses costs incurred by in conjunction with the travel of 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.

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1.1.56 All prior existing previous County travel policies, practices, and procedures are hereby 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

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1.2.1 For the purpose of administering this Travel Policy, the following words and phrases are defined:

A. "Authorized County Activities" as used herein includes means: travel within and outside of the County of Solano to conferences, meetings, presentations, seminars, workshops,

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training sessions, periodic field visits, and such other activities as are necessary to conduct the County's business. For members of the Board of Supervisors, this may include networking events with other intergovernmental public agencies or intergovernmental organizations.

- A. \_\_\_\_\_
- 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.

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- B-C. "County Administrator" and "department head" shall include his/her/their authorized representatives or designee(s).

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- C. "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 Department Head and/or the County Administrator. For the County Administrator and County Counsel and the members of the Board of Supervisors, the approval/appeal authority is the Chair of the Board of Supervisors. For members of the Board of Supervisors, the approval/appeal authority is and/or the full Board.

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- D. \_\_\_\_\_
- D. "Primary Work Location" shall mean the location where the person in the service of the County is assigned, by the Department Head or his/her designee, to perform the routine duties of his/her office, employment, or service.

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- E. "Personal Use Mileage" includes 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.

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- E-F. "Persons in the Service of the County" shall include 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.

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- G. "Primary Work Location" shall mean the location where the person in the service of the County is assigned, by the Department Head or their designee, 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.

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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 ~~vacation or other pre-approved personal leavetime~~. In such a case, this Travel Policy does not apply to the time an individual is on ~~vacation pre-approved personal leavetime and ends upon completion of County business~~.

F.

~~G.A. "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.~~

### 1.3.0 GENERAL REQUIREMENTS

1.3.1 ~~All travel shall must be properly authorized and is subject to this Travel Policy as adopted by the Board of Supervisors and as periodically revised by the County Administrator and the Auditor-Controller.~~

~~1.3.2 Travelers whose residence or primary work location are is within a 50-mile radius of the authorized County activity are generally not eligible typically authorized anfor overnight stays and will not be reimbursed for lodging and/or meals.~~

1.3.23 Reimbursement for travel expenses under this Travel Policy is available only to will only be to persons who are in the service of the County and who are not otherwise compensated for such those expenses. For example, e.g. employees, including department heads, who receive an A automobile A allowance shall are not be eligible for reimbursement of mileage, or gasoline fuel, expenses, or electric/hybrid vehicle charging costs for in County travel within the County. However, such individuals may be reimbursed for eligible travel expenses incurred while traveling outside the County.

~~An exception may be approved 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. 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.~~

1.3.34 All claims for travel expenses shall must be submitted approved by the Department department Head head and submitted to the Auditor-Controller for review and payment. The Auditor-Controller shall ensure all claims authorized for payment comply with this

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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.

1.3.45 All travel requests ~~shall~~ must be submitted to the ~~Department department Headhead, or his/her designee(s) and approved in advance for prior approval,~~ using the 'Authorization for Travel Authorization Request and Expenses' Form, included ~~in this policy as~~ Attachment EA of this Travel Policy.

1.3.56 The selected mode(s) of transportation ~~selected must be consistent with economy and efficiency as economical as is reasonably possible.~~ If a person chooses, with prior department head authorization, to drive a personal vehicle ~~instead of taking another form of public transportation instead of flying to the destination,~~ reimbursement will be limited to the lower of either ~~shall not exceed the cost of the least expensive public transportation option lower of between the~~ mileage reimbursement ~~and/or the cost of airfare (see section 1.7.2).~~ All travel expense Employees, including department heads, who receive an Automobile Allowance ~~shall not be eligible for reimbursement of mileage or gasoline expenses.~~ Reimbursements for travel expenses are also subject to Section 1.3.3 of this Travel Policy.)

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1.3.6 1.3.7 When a ~~Department department Head head~~ is traveling outside of the County, on County business, ~~he/she they must shall inform advise the most senior management individual(s) in their department of his/her their travel plans to ensure so that he/she they can be reached if necessary.~~ When a ~~Department department Head head~~ is travelling out of the State state or out of the Country country (whether on County or personal business), ~~he/she they must shall notify advise the County Administrator or the Chair of the Board of Supervisors, as appropriate, in addition to as well as the most senior management individual(s) in their department of his/her their travel plans so he/she they can be reached if necessary.~~

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### 1.4.0 AUTHORIZED TRAVEL

1.4.1 Persons in the service of the County ~~are permitted to may travel within California state and to the Reno/Tahoe area, or on out-of-state travel when required to comply with a court order or federal/State law, (e.g., such as extraditions, compliance checks, etc.), with prior approval of their department head.~~ without prior approval from the County Administrator or the Chair of the Board of Supervisors, as appropriate, as long as said travel is authorized by their Department Head or designee, or the Board Chair, as appropriate, is consistent with this Travel Policy, and is within the limits of appropriations. ~~is not necessary required in those cases. The necessity of such travel must be clearly documented in the travel report for audit purposes.~~

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1.4.2 Except ~~for the Reno/Lake Tahoe area as noted in Section 1.4.1,~~ all other requests for discretionary out-of-state travel require prior approval from both the Department department Head head and the County Administrator or the Chair of the Board of



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Supervisors, as appropriate, for consideration and processing to justify the out-of-state travel, using the Travel Authorization Request Form Authorization for Travel and Expenses form, included in this policy as Attachment EA 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 department Head 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.

Generally, for employees covered under the Fair Labor Standards Act (FLSA), time spent by employees outside of normal work hours traveling to trainings, meetings, and/or assignments at any locations other than the primary work location is generally not compensable time except as unless otherwise addressed in the applicable effective Memorandum of Understanding covering the individual(s) involved. The Fair Labor Standards Act (FLSA) does not consider as work time that 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.

### 1.3

For employees not covered by the Fair Labor Standards Act (FLSA), time spent outside of normal work hours traveling to trainings, meetings, and/or assignments at location may be addressed in the effective Memorandum of Understanding or Personnel Salary Resolution covering the individual(s) involved.

## 1.5.0 USE OF PERSONAL VEHICLES IN THE SERVICE OF THE COUNTY

1.5.1 For economy and efficiency, the least expensive mode of transportation should be used by 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 Persons in the service of the County are encouraged to use their personal vehicles private means of transportation when doing so it is the most efficient and least cost-effective expensive option for the County. Department Heads 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:

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- 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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1.5.23 Private vehicles used for County business ~~shall~~ must be equipped with seat belts, and all occupants of such vehicles shall passengers must use them as required by law, and ~~The vehicle must be currently registered and insured as required by state law.~~

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1.5.34 The County shall not be liable for any claims ~~related to~~ for vehicle rental, ~~or vehicle repair or restoration as a result of an~~ from accidents, vandalism, or any other form of damage arising ~~out of~~ from the use of a privately owned vehicle for County business, except for reimbursements for expenses ~~as specifically~~ provided under by this Travel Policy and the effective applicable Memorandum of Understanding covering the individual involved. Risk Management recommends the purchasing of additional auto insurance coverage, including coverage that allows for loss of use of a personal vehicle, to protect against potential gaps while using their private vehicle for County business.

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1.5.45 The County will not reimburse employees 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, including parking, moving, and equipment violations of under state or local laws, regardless of whether the vehicle was used for County business.

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### 1.6.0 USE OF COUNTY VEHICLES

1.6.1 Persons in the service of the County ~~who use department assigned County vehicles or who use County Fleet Management pool vehicles typically use County vehicles do so~~ when their duties nature of their County service requires involve extensive driving, client transportation, and/or the use of specialized equipment required for County business.

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

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



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1.6.2 When traveling outside of Solano County, gasoline fuel, electric/hybrid vehicle charging costs, and repair expenses incurred in the operation of a County Fleet Management vehicle or in the operation of a department-owned vehicle will be reimbursed as follows:

A. Gasoline 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. A person incurring gasoline for fuel expenses or electric/hybrid vehicle charging expenses incurred during the authorized in the operation of a County Fleet Management vehicle, assigned to a department or in the operation of a department-owned vehicle will be reimbursed by his or her their department.

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A. 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. Otherwise, section 1.3.3 of this Travel Policy applies.

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B. Gasoline Fuel and Electric/Hybrid Vehicle Expenses for a County Fleet Management Daily Rental Vehicle (pool vehicle). Fleet Management will reimburse employees person incurring for gasoline fuel expenses or electric/hybrid charging expenses incurred during the authorized in the operation of a pool vehicle.

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C. Electric and Hybrid Vehicle Charging. When traveling outside of County locations, the preference is to charge on employees should use County-approved in-network charging stationers. The Fleet Manager or designee will provide a list of approved in-network chargers upon request. Employees must receive prior permission approval from the Fleet Manager or designee before using to an out-of-network charging station to charge a County vehicle on an out-of-network charger. When authorized to use charging on an out-of-network charging stationer, employees should limit the charging time should be limited 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.

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C. For additional information and requirements, Charging a County vehicle on an out-of-network charger will be paid by the employee and reimbursed via travel voucher, if approved, in compliance with this policy. Refer to See full County Policy on the Use of County EV Charging Stations Policy (A-4) at section A-4 for more information.

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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.

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

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- 1.6.3 ~~Persons in the service of the County may not transport individuals who are not in the service of the County in a 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 -In some cases, the nature of an employee's work (i.e. Correctional Officer, Deputy Sheriff, or Social Worker, etc.) constitutes an exception blanket authority under this policy, or a "blanket authority", when their jobs require that they In such cases, transportation of individuals (e.g., transport individuals (i.e. foster children, clients, prisonersdetaineesd persons, etc.) is allowed when directly related to County-authorized responsibilities.~~

~~Under no circumstances may County vehicles be used to transport as it pertains to County provided authorized functions. This blanket authority is not extended to friends, or family members, or other unauthorized individuals for personal reasons. -Any Exceptions to this section of the policy must be approved in advance by the department head or their designee and must be consistent with the individual's official County duties. and application of blanket authority are at the discretion of the Department department Head head or their designee.~~

- ~~1.6.4~~ 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.)~~

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### 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-department Head-head~~ when it is in the best interests of the County. ~~(All travel involving chartered or; privately operated planes, or boats-trips requires prior approval from the County Administrator or the Chair of the Board of Supervisors, as appropriate.)~~ Departments should schedule air and rail transportation travel sufficiently in advance of travel to take advantage of discount fares, whenever appropriate. ~~In such cases, 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 travel-agent-selling agencyvender and a credit must be secured.~~

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~~An individualCounty employees who receivesmay retain a promotional item (such as including frequent flyer miles, upgrades, erand access to airline or carrier loungesclubs or facilities) earned through as a result of usingofficial travel paid for by the County or transportation services obtained at County expense may retain the promotion item for personal use if theprovided, (i) the promotional item was earned is-obtained under the~~



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same terms as those offered available to the general public, and (ii) at no additional cost to the County. Individuals receiving promotional items shall fully observe Employees must comply with applicable governmental principles of ethics standards in government and travel regulations to avoid that prevent unnecessary eded or inefficient official travel. (Reference Public Law 107-107, December 28, 2001, Section 1116, Retention of Travel Promotional Items)

1.7.2 Generally, if an individual chooses, with prior department head approval, to drive use at their personal vehicle, subject to section 1.5.0 in of this Travel pPolicy, of instead of flying to the destination, reimbursement shall not exceed the lower of the following:

cost of tThe lower of between mileage reimbursement based on the County's approved rate; or

and The cost of the most economical available airfare rather than use public transportation for out of County travel, mileage reimbursement shall not exceed the cost of public transportation (typically by air and/or rental car) that would otherwise reasonably meet the intended needs of the traveler and the County.

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

For individuals receiving an Automobile Allowance, please see section 1.3.3 of this policy.

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 personal reasons will not be reimbursed. #When traveling together, individuals should carpool with each other whenever possible to reduce costs.

A rental car may be authorized with prior However, Wwith approval from the Department department Head head when:

- The total cost of necessary public transportation exceeds the cost of a rental vehicle; or
- and when the expense of a rental car is less than the total cost of necessary public transportation modes or when tTravel away from the conference site or hotel is required for County business, the expense of a rental car is reimbursable.

Rental car reservations shall be made by the department prior to travel and shall not be modified without approval from the Department department Headhead approval. In selecting a rental car, tThe department must shall select the least expensive costly vehicle that which is reasonably meets the business needs of the trip appropriate for the intended needs. Departments should evaluate the car rental rates with the County's negotiated rental car provider. Check Refer to the County's SharePoint site for current rates and provider information more information.

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~~When retaining-renting~~ a vehicle for County business, individuals ~~must shall~~ purchase the Loss Damage Waiver (LDW) ~~in order~~ to eliminate liability for ~~any~~ damage to the rental car. ~~No other rental car insurance coverage should be purchased. Departments should evaluate the car rental rates with the County's negotiated rental car provider. Check the County's SharePoint site for more information.~~

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### 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 ~~on the Internet~~ at [www.gsa.gov](http://www.gsa.gov).

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1.8.2 Mileage reimbursement shall be made only for necessary travel ~~directly related to on~~ County business, less any personal use mileage. ~~Claims and~~ must be submitted ~~on a~~ using the Mileage Reimbursement ~~form~~ claim, included in this policy as Attachment C.

~~For individuals receiving an Automobile Allowance, please see section 1.3.3 of this policy. An exception may be made to section 1.3.3 for a County vehicle to be used for a special department or County event that requires a special-use vehicle, such as a van, where the use of a personal vehicle is not reasonable.~~

~~If the travel involves included any expenses other than travel costs beyond mileage (i.e. meals, lodging, registration fees), then a Vendor Travel Claim form (Attachment C) should be used.~~

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1.8.3 Personal use mileage ~~as defined in this policy, is not eligible for reimbursementable. includes commute miles from a person's residence to or from a person's primary work location on a given day and any side trips or travel miles taken for reasons of personal business or other non-County business activities.~~

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1.8.4 ~~In those cases where~~ When a person in the service of the County ~~drives-uses their~~ personal vehicle to travel directly from ~~his/her/their~~ residence to the site of a meeting or another County-authorized activity ~~official purpose~~ that is not ~~located at their that person's~~ primary work location, mileage reimbursement is allow~~ed~~able for the actual miles driven, less any personal ~~use~~ miles, and ~~must shall~~ be for the shortest ~~practical~~ route.

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

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fees and tolls. ~~Any Personal use miles must be deducted from the total claimed mileage reimbursement.~~

1.8.5 Persons in the service of the County ~~may cannot~~ claim mileage reimbursement for the business use of ~~personal private~~ vehicles ~~in the following instances when:~~

- A. ~~When the individual is r~~Riding with someone who will be claiming mileage reimbursement ~~for the vehicle's use~~ from the County or ~~some another~~ authorized source.
- B. ~~When the individual is t~~Traveling in a County-owned or other government vehicle.
- C. ~~When the individual is t~~Traveling in a rental vehicle County-reimbursed by the County ~~rented vehicle.~~
- D. ~~When the individual in the service of the County r~~Receivings other compensation for County business travel.

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~~1.8.6 Executive Management employees and all elected County officials shall not be reimbursed for mileage or gasoline expenses in and out of the County~~

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### 1.9.0 INSURANCE/AUTO ACCIDENTS

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

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It is the responsibility of each persons ~~in the service of the County~~ to verify confirm with their insurance provider company that their policy includes provides coverage for business use. ~~In addition, persons submitting claims for mileage reimbursement will must~~ certify that they maintain possession of adequate auto insurance coverage.

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1.9.2 The County ~~'s Risk Management Division~~ requires the following minimum auto insurance coverage for individuals driving their personal vehicles ~~enfor~~ official County business, ~~unless except~~ as otherwise specified provided in the applicable Memorandum of Understanding ~~applicable to such individual's employment:~~

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

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

Property Damage: \_\_\_\_\_ \$50,000

Or

Combined Single Limit: \$300,000

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1.9.3 Driving a personal vehicle ~~in the service of the on~~ County business without the required minimum insurance coverage ~~may will~~ result in disciplinary action, up to and including termination.

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- 1.9.4 Persons in the service of the County may ~~elect 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 such the amount specified provided in the effective applicable Memorandum of Understanding covering the individual involved. Any non-recoverable losses because due toef lack of collision coverage are the individual's sole responsibility.~~
- 1.9.5 Reimbursement ~~of for insurance~~ deductibles ~~claims~~ will not be allowed if ~~an the~~ individual receives a traffic citation or ~~if it is determined to be at fault that the individual is responsible for the accident.~~
- 1.9.6 Claims for reimbursement ~~will must~~ be submitted filed with to the Clerk of the Board of Supervisors and ~~will be~~ administered by ~~Risk Management~~ County Counsel.
- 1.9.7 All auto accidents, whether in a County vehicle, rental vehicle, or ~~privately owned personal~~ vehicle, must shall 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 ~~shall must file submit~~ a photocopy of their valid California driver's license ~~to with~~ their ~~Department department Head head~~ prior to operating a personal vehicle on County business. ~~When the license is Upon renewed, extensioned, or any changed to the license for any reason, an updated photocopy of it the license shall must be submitted filed with to their department. If the license is revoked or suspended, the person in the service of the County shall must immediately advise their Department department Headhead.~~

~~In the a~~Alternatively, the department may visually confirm that the driver's license has been renewed and record the confirmation in make a notation on a log or other appropriate document. If the department has opted to visually check expiring driver's licenses to When conducting this verification, renewal, the department should also confirm proof of valid evidence of insurance, should also be verified at the same time.

- 1.10.2 The County reserves the right to obtain driving records from make inquiry to the Department of Motor Vehicles (DMV) regarding an individual's driving record, and the County and participates in the DMV's Employer Pull Notice program. Refer to See the County's Driver Authorization and Driver Performance Policy (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.

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### 1.11.0 LODGING

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- 1.11.1 With prior approval from the ~~Department department h~~Head, ~~or the County Administrator~~, or the Chair of the Board of Supervisors, as appropriate, lodging expenses incidental to authorized travel ~~shall~~will be reimbursed. ~~Consistent with relevant provisions of the Government Code section 53232.2, when lodging is required as a part of a County authorized conference or meeting that is not within a located more than 50- miles radius of from the person in service to the County 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 lodging at the group rate is available to the individual persons in the service of the County. If the group rate is not available, the individual person in the service of the County shall must use select comparable lodging ~~that is~~ consistent with the general principles outlined in this policy.

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Generally, lodging reimbursement will not exceed the person in the service of the County will not be reimbursed at a rate higher than the IRS per diem rate for lodging in the area. Exceeding the IRS per diem rate may be allowed only when justified. Exceptions to this limit may be granted only when justified as necessary and typically require with advance prior approval from the Department Head or Board Chair, as appropriate Auditor-Controller (ACO). Prior ACO approval is not necessary when: (i) the conference or meeting that is the purpose of the travel takes place in is held at a hotel offering an official conference rate where 1); or (ii) the conference rate is provided; or 2) the cost of transportation from a neither less expensive costly hotel exceeds any potential savings. Adequate documentation to 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 Board Chair, as appropriate.

- 1.11.2 ~~Most Counties 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. An exemption certificate is available. All pPersons 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. should take advantage of this exemption, whenever possible To minimize costs to the County, all persons in the service of the County should utilize the available TOT exemption certificate whenever possible. to save the County this additional expense. The TOT Exemption Certificate is included in this policy as Attachment AGD.~~

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- 1.11.3 Persons in the service of the County shall request the lowest available rates or applicable government rates when making lodging reservations. ~~A person in the service of the County who is~~lf accompanied by a family member or friend, the individual is responsible for any cost difference between the single room rate and a double room rates. When two individuals covered by this policy share a room, only one person may be reimbursed at the double occupancy rate; ~~but both individuals persons may cannot be reimbursed at the single occupancy rate.~~

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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 eligible for reimbursement beginning 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 as the ending of the County-authorized activity. The department head may make an exception if the County-approved authorized activity ends later than 6:00 p.m. according to the time zone where the activity takes place local time.

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### 1.12.0 MEALS

1.12.1 This section is intended applies to address meals expenses incurred obtained in conjunction with authorized travel outside of the County by all persons in the service of the County. For information on meals and/or refreshments other than in 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 for to the location area whereof the County-authorized activity will be held. However, when a meal is provided required as a part of a conference or meeting, meal expenses shall be reimbursed shall be limited to at 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 the purposes of determining entitlement for meal reimbursements eligibility, in the examples below, it is assumed that individuals follow are on an 8:00 a.m. to 5:00 p.m. work schedule on travel days. Individuals on alternative work schedules should apply adjust these examples to their own work schedules.

Subject to the limitations set forth hereinbelow, when travel outside Solano County prevents results in a person being unable to from having meals at their usual time and place, where they normally have them, the County will reimburse the person for these reasonable meals expenses.

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1.12.5 To qualify for meal reimbursement:

- A. Breakfast. To qualify for breakfast reimbursement is allowed when, travel must begins at least two hours prior to the person's normal starting time.

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

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- B. ~~Lunch. To qualify for lunch reimbursement is allowed when travel must~~ precludes the person from having their normal mid-work meal at the usual time and location where they generally have this meal.

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Example: A person working in Vallejo ~~is required to attending~~ a two-hour training session in Sacramento ~~starting, which begins at 10:00 a.m. qualifies for~~ Lunch is reimbursement, as able because the attendance precludes the person from having their normal lunch when and where they generally have this meal.

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- C. ~~Dinner. To qualify for dinner reimbursement is allowed when,~~ travel ~~must~~ prevents ~~clude~~ the person from being within two hours' travel time of their primary work location or home.

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

- D. ~~Personal Time. If a person who remains at the travel destination beyond the completion of County business by personal choice, their own choosing will be considered to be on their own any additional meals will be considered personal expenses time and shall and not be reimbursable for any additional meals.~~

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- 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 ~~provide a separately reimbursement for that meal, whether or not the person in service to the County chooses to dine elsewhere.~~

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- 1.12.7 ~~It is understood that in~~ special circumstances a person may be required to pay for meals in an amount ~~that in excess of~~ the IRS Per Diem rate. ~~To request reimbursement for such expenses, the Department department Head head shall must~~ submit a memorandum to the ~~ACOA Auditor-Controller which explaining~~ the necessity for exceeding the IRS rates, with amounts specified by the IRS per diem rates for the area. The claim shall also include receipts for the actual expenses. Reimbursement will be ~~approved made~~ if the ~~ACOA Auditor-Controller~~ determines that the expense incurred was reasonable.

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- 1.12.8 With prior approval from the ~~Department department Head 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 such a meeting is incident-complementary directly related to their at person's job or official duties. ~~All e~~ Claims for reimbursement of such meals within the County shall must include a brief description of the meeting's purpose of the meeting, its relevance to the claimant's job or official duties, and, if available, a meeting agenda or brochure.

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1.12.9 Under no circumstances will reimbursement be provided for friends, or family or any other persons not in service to the County.

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### 1.13.0 MISCELLANEOUS

1.13.1 Departments shall generally limit attendance and no more than two employees to attend any single same training or conference to no more than two employees. Employees who attend may share relevant information what they have learned with their co-workers upon their return. Exceptions may be granted at the sole discretion of the County Administrator or Chair of the Board, as applicable, at their sole discretion, may make an exception and permit additional employees to attend the training or conference if it is determined that the County can will derive significant benefit from sending multiple attendees.

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1.13.2 In addition to the items addressed elsewhere in this policy, above, the following expenses may be reimbursed claimed if when necessary and directly related to in the performance of official County authorized activities business.

A. Parking and vehicle storage fees. (Receipts required for fees in 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.)

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C. Automobile rental. (Receipts always required for reimbursement.)

D. Ferry, bridge and road tolls. (Receipts required except for tolls within the Bay Area.)

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E. Telephone, telegraph and fax and internet charges on required to conduct County business while traveling on County business. (Receipts always required for reimbursement.)

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F. Transportation of personal baggage. (Receipts always required for reimbursement.)

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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 if in excess of \$6.00 per day.)

I. No claim for personal services such as cleaning, laundering, barbering, or similar expenses will be reimbursed.

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J. ~~Other charges, such as fees for additional leg-room, 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.~~

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

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.

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- 1.13.34 Travel advances ~~other than at the per diem rates~~ 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. Such reconciliation may be by personal payment of any reimbursement due to the County shall be required, and/or if the actual costs exceeds the advance, a claim for additional reimbursement may be filed by filing of a claim for any additional allowable costs.~~ Advances ~~at per diem rates~~ shall also be reimbursed to the County only in those instances where the claimant was otherwise compensated. For example, if a meal for which the claimant received an advance ~~per diem~~ is paid for by another person, the claimant must reimburse the County at the ~~per diem rate for which the advance was received rate~~ for that meal.

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- 1.13.45 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~~ department Head-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. 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.

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- 1.14.2 Original receipts for lodging, meals ~~(only if in excess of the IRS per diem rate for the area), common carrier~~ transportation, automobile rental, and conference registration fees shall 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 ~~Travel Form provided by the Auditor-Controller~~, included in this policy as (Attachment BDC). All the related expenses for each single trip are to be combined on a single form.
- 1.14.5 Mileage reimbursement ~~only~~ may only be claimed on a Mileage Reimbursement Form ~~form~~, included in this policy as (Attachment CBB). 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 ~~he/she has~~ 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 DE.~~
- 1.15.2 ~~The Clerk of the Board shall place a recommendation to accept the monthly meeting attendance reports on the agenda of at least one of the Board of Supervisors' meetings each month.~~