

Adopted: September 23, 1986
Revised: March 24, 1987
Revised: May 14, 1991
Revised: September 10, 1991
Revised: December 17, 1996
Revised: December 17, 2002
Revised: September 16, 2003
Revised: April 26, 2005

Revised: November 10, 2009; Resolution No. 09-151

NAPA COUNTY TRAVEL POLICY

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I. GENERAL PROVISIONS

This Policy revises, updates and clarifies the manner and purposes under which employee travel and work-related meals will be authorized and reimbursed by the County of Napa (County). Its intent is to establish reimbursement schedules under which County employees will receive no more than reasonable and necessary reimbursement for travel expenses while avoiding the necessity for employees to utilize personal funds to partially cover the cost of travel. This policy further provides for specified travel reimbursement of individuals appointed to serve on commissions, committees and boards established by formal action of the Board of Supervisors (see Section IX.A), volunteers, interns, job applicants and other specified individuals.

This Policy covers requirements and procedures for out-of-County travel and in-County travel as well as general requirements and procedures that apply to both. Any exceptions to this policy must be approved by the Auditor-Controller, and when applicable – such as in the case of out-of-state travel – by the County Executive Officer. Further, any expense that does not fall within this Policy shall be approved by the Board of Supervisors, in a public meeting, before the expense is incurred.

Except as otherwise provided by contract, ordinance or statute, the policies and procedures specified herein shall supersede any and all travel policies and procedures previously adopted and shall be deemed to govern in the case of any apparent conflict with similar policies and procedures.

The Division Heads of Human Resources and Information Technology Services are considered Department Heads for intent and purpose of this Policy.

Employees are expected to maximize local training opportunities, conference videocasts and training videocasts, thereby minimizing the need for travel.

A. Establishing Residence and Headquarters

- 1) Location of residence and headquarters shall be established by every County employee, Department Head and public official (including any board, commission or committee member) before travel expenses shall be allowed.
- 2) No travel expenses shall be allowed for travel between residence and headquarters (“commute miles”).
- 3) Headquarters shall be the residence for members of the Board of Supervisors. Headquarters for all other County employees shall be the County location to which they normally report for work.
- 4) No travel expenses shall be allowed members of the Board of Supervisors for costs associated with travel to and from Board of Supervisors meetings.

B. Alternative Travel

Employees should consider method and times of travel in order to minimize costs to the County. When an employee extends travel or travels to an alternative location in order to save money, written documentation substantiating the savings must be submitted with the reimbursement request. As an example, if traveling to a remote city where airfare is costly, the cost of travel to a nearby hub and car rental should be considered when determining travel arrangements. Employees who extend travel or travel to alternate destinations that result in increased expenses shall be required to pay for any such difference in cost.

C. Business Purpose

This Policy applies to the authorization and reimbursement for travel related to County business. County business is defined as work-related services performed by a County employee on behalf of the County. Travel by an employee for work-related purposes is subject to the approval procedures set forth in this Policy, regardless of whether the employee is reimbursed for travel by the County. The County will only reimburse employee for the business-purpose portion of their travel. If an employee stays over beyond the work-related event for personal reasons, then the excess costs (meals, lodging, etc.) are to be paid by the employee. For example, if the training, conference, etc. ends on Friday and the employee chooses to drive home on Sunday, then any costs in excess of staying through Friday will not be reimbursed by the County.

D. Report on Meeting

Members of the Board of Supervisors and members of a County committee, commission or board established by the Board of Supervisors by formal action, who attend a meeting, as defined under Government Code Section 54952.2(a)¹, *at County expense*, shall provide a brief report on the meeting at the next regular meeting of that board, committee or commission. A joint report may be made.

II. ALLOWABLE PURPOSES FOR TRAVEL

A. Allowable purposes in general: Allowable purposes for travel include travel for attendance at: 1) continuing education/training programs, 2) conventions/conferences and 3) business travel that is required as a necessary part of County employment. The requirements and limitations for each kind of travel are further described in Sections II.D, II.E and II.F.

¹ Government Code Section 54952.2 defines “meeting” to include any congregation of a majority of the members of a legislative body at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the legislative body. “Meeting” includes attendance of a majority of the members of a legislative body at a conference or similar gathering open to the public that involves a discussion of issues of general interest to the public agency represented by the legislative body.

- B. Pre-Approval:** For any allowable travel, including any travel involving overnight stay, an employee should have prior written approval from his Department Head, or designee, with the exception of any travel which is a regular, ongoing part of an employee's duties. Department Heads are not required to obtain pre-approval unless otherwise provided in this policy (see Section VII for policies on out of state and out of country business travel).
- C. State of California:** The following areas in the State of Nevada shall be considered within the state for purposes of this Policy: Lake Tahoe, Reno, Las Vegas, and immediate surrounding vicinities to these localities.
- D. Reimbursement:** Reimbursement of expenses relating to travel will be made pursuant Section III and through submission of a claim as set forth in Section X. Registration fees, books and supplies required in connection with attendance at conventions, conferences, official meetings, training programs and seminars are reimbursable. When possible, registration should be made and paid for prior to travel through the normal voucher system. Reimbursable registration fees may include meals, special dinners, and banquets but may not include recreational activities such as golf tournaments and firearms competitions, etc.
- E. Continuing Education/Training Programs**
- 1) An employee shall be reimbursed for meals to the extent authorized by this Policy, mileage, and other related travel expenses for attendance at continuing education/training programs that are necessary as a condition of employment in order to maintain licensure with the State of California, or to maintain eligibility to perform one's job duties, or that is Department approved, work-related training.
 - 2) Training programs are not ongoing educational courses offered by colleges or universities for specific degrees, i.e., Masters Certification. Funding provisions for those programs are covered in the Revised Educational Reimbursement Policy of October 2, 1984, Board Resolution No. 84-70. This provision is not to conflict with education/training provisions in current memorandums of understanding.
 - 3) Employees shall be allowed sufficient leave with pay to meet the minimum continuing education/training required. The allowed leave shall be subject to the convenience of the Department and the approval of the Department Head.
 - 4) Reimbursement of costs associated with continuing education or training is subject to the approved budget for the respective employee's Department. To the extent information is known at the time the departmental budget is submitted, all requests for continuing education and training shall be clearly identified on the appropriate budget form.
 - 5) POST Training: Claimants requesting reimbursement of travel expenses for attending Peace Officers Standards and Training Programs (POST) must indicate, on the face of the claim for reimbursement or request for a travel advance, that it

was for participation in a POST Training Program and is credited toward their hours of required continuing education. The claimant is responsible for presenting the completed original "Training Reimbursement Request" form to the course coordinator/instructor on or before the first day of training. When funding is available, the Department is responsible for ensuring that reimbursement from the State of California, Department of Justice Commission on Peace Officer Standards and Training is received to the extent allowable.

- 6) Corrections Training: Claimants requesting reimbursement of travel expenses for attending the Standards and Training for Corrections Program (STC) must indicate on the face of the claim for reimbursement that it was for participation in a STC Training Program and is credited toward their hours of required continuing education. When funding is available, the Department must seek reimbursement from the State Board of Corrections to the extent allowable.

F. Conventions and Conferences

- 1) All County non-classified, appointed and elected Department Heads are authorized to attend any conference or convention within the State.
- 2) All other County employees must secure prior written authorization from the Department Head before attending conventions or conferences.
- 3) Elected officials' travel shall be governed by Section 29610 of the California Government Code, which states in part, "The . . . expenses of any elected county . . . officer . . . incurred while traveling to and from while attending the annual convention of his respective association, are county charges."

G. Business Travel / Meetings

- 1) Business travel is defined as any travel that is required as a necessary adjunct to employment and is not covered in Section II.A and II.B above. It is restricted to those functions that must be reasonably performed in the course of carrying out department duties and responsibilities.

For members of the Board of Supervisors and County Boards/Committees/Commissions, business expenses incurred in connection with the following kinds of activities are allowable:

- a. Meeting with representatives of regional, state and national government on County adopted policy positions;
- b. Participating in regional, state and national organizations whose activities affect the County's interests;
- c. Recognizing service to the County;
- d. Attending events within the County for the purpose of conducting County business;

- e. Implementing a County-approved strategy for attracting or retaining businesses to the County.

Every claim must state the purpose of travel to be able to determine which section of the Policy applies.

III. REIMBURSABLE TRAVEL AND TRANSPORTATION EXPENSES

A. Transportation / Mileage

Cross-Reference to the County Pull Notice Policy: Claimants should be aware of and familiar with the County's Pull Notice Program. The Policy on the Operation of the Equipment Pool was revised by the Board of Supervisors on December 17, 1996 to incorporate a Pull Notice Program. The Program is described at Part I, Section 21C in the Napa County Policy Manual. The Policy states that "to further provide for the protection of all citizens within the County and reduce as much as possible the County's risk exposure, it is the Board of Supervisors intent, with this recent amendment effective December 1, 1996, to institute a drivers license review program for all employees, volunteers or interns who drive County equipment or personal vehicle to conduct County business. The County will use the Pull Notice Program available free of charge through the State Department of Motor Vehicles for this purpose. This program provides an annual report on each individual enrolled in the Program and a special report whenever there is any activity regarding the individual's driver license." (For additional information regarding this program, see Napa County Policy Manual re: Use and Operation of County Vehicles at Part I, Section 21C.)

- 1) Use of County Vehicles
 - a. Department Heads shall be responsible to ensure that any employee who drives a County-owned vehicle is aware of and has reviewed the County policy on "Rules and Regulations Governing Use and Operation of County Vehicles on County Business." (Part I: Section 21C of the County Policy Manual.)
 - b. County vehicles assigned to departments shall be the primary vehicles for the conduct of County business.
 - c. County vehicles shall be used only for County business. Vehicles may not be used for personal business while driving to and from work or on weekends, except an employee may use a vehicle to eat out during meal periods that occur while the employee is traveling on County business. Transportation of persons not on business with, or the responsibility of, the County is strictly prohibited except when an employee uses a County vehicle to attend a continuing education/training program, conference or meeting and is accompanied by family, friend or another agency representative.

- d. Reimbursement for reasonable and necessary charges for parking and tolls will be allowed.
- 2) Use of Privately Owned Vehicles
- a. Private vehicles may be used for County business in lieu of a County vehicle. However, in such instances, the owner of the private vehicle should be aware that his/her insurance coverage is primary in the event of an accident.
 - b. Owners of private vehicles must meet insurance coverage requirements of the California Financial Responsibility Law which requires a minimum coverage of \$15,000 per person/ \$30,000 per occurrence/aggregate for bodily injury and \$5,000 for property damage. This requirement may be met by a combined single limit per occurrence coverage of \$35,000.
 - c. Employees traveling subject to this Policy will be reimbursed the mileage to their destination as follows:
 - i. For travel to and from an employee's regular workplace to another County workplace that occurs during the employee's regular work day. If for some personal reason the employee does not go directly to and from one location to the other, the employee cannot claim more than the amount of mileage it would have taken to go directly between the workplaces.
 - ii. For travel to locations other than to another County workplace for purposes of attending training, conferences or meetings relating to County business, where the work assignment is expected to last for less than one year.

When the employee leaves from headquarters to the temporary work location and returns to headquarters, he/she shall receive full reimbursement. However, when the employee leaves from his/her residence to the temporary work location and returns to his/her residence or headquarters, an employee may claim only the mileage in excess of his/her daily commute miles to headquarters.

An employee cannot claim more than the amount of mileage it would have taken to go directly between these locations (e.g. in the case where the employee does not go directly to and from one location to the other for some personal reason).

iii. Round-trip mileage from headquarters or residence, whichever is shorter, to the San Francisco, Oakland or Sacramento Airport(s) is allowable when traveling by air.

d. Reimbursement for the use of privately owned vehicles will be paid at the rate established annually by the Internal Revenue Service (IRS). This rate is intended to reimburse the employee for the per mile cost of normal maintenance, insurance costs and wear and tear of vehicle. The Auditor-Controller will notify departments of the appropriate rate.

e. If private vehicle is used in lieu of air travel, reimbursement will be limited to no more than the cost of air fare between departure and destination points purchased at least fourteen (14) days in advance.

Reimbursement for mileage shall not exceed the sum of the round-trip coach airfare of a common carrier, needed local mileage/ground transportation and other related costs had airfare been chosen. An analysis of this comparison must be attached to the travel/mileage expense form.

f. Reimbursement for the use of privately owned vehicles shall be made only for each vehicle operated regardless of the number of persons transported. No additional reimbursement for transportation shall be allowed any passenger in a vehicle operated by another employee, Department Head or public official of the County of Napa.

g. Reimbursement for reasonable and necessary charges for parking and tolls will be allowed.

3) Airfare, Trains, Etc.

a. Tickets for transportation whether by bus, railroad or airline, may be purchased by the individual. Reimbursement shall be made upon submission of a proper expense claim. Tickets for transportation may also be purchased and paid for via cooperative purchase agreements sponsored by other governmental agencies and approved by County Purchasing. Alternatively, tickets for transportation may be obtained directly from a travel agency in which case the travel agency shall submit its claim on an approved County form. Unless otherwise provided, only economy class fares will be allowed.

b. Airline and other travel reservations shall be made as far in advance as possible in order to take advantage of available advance purchase discounts. Government rate, or the group rate, should be requested when available. Absent a government rate, or the group rate, the lowest available rate should be used.

- c. Department Heads are responsible for ensuring that internal departmental procedures exist for obtaining the best price for airline tickets.
 - d. Personal frequent flier miles should not be used to purchase airline tickets for travel pursuant to this Policy unless the employee wishes to donate such value to the County. Employees will not be reimbursed for tickets purchased using frequent flier miles. When the employee uses his personal credit card to purchase airline tickets for travel pursuant to this Policy, the employee may retain any frequent flier miles or other incentives earned.
- 4) Ground Transportation
- a. The use of public transportation services, i.e., airport shuttle services, is encouraged in lieu of taxi or car rental unless availability, cost or employee safety dictates otherwise.
 - b. Car rental is reimbursable only if rental is necessary as part of official County business. Officials and employees should consider alternative transportation, its availability, and cost prior to vehicle rental. Many times shuttles, taxis, subways, etc. between airports, hotels, and business sites may be less expensive than vehicle rental.
 - c. Auto Allowance: Management employees who receive an auto allowance pursuant to their applicable Management Compensation Plan may receive reimbursement **for mileage driven outside the boundaries of Napa County** [see Section II.A.15 of Management Compensation Plans 37C-1, 37C-2, 37C-3: [Section 37C-1 Management Classified](#), [Section 37C-2 Management Non-Classified](#), [Section 37C-3 Management Non-Classified \(Other\)](#)].

B. Lodging

- 1) All County personnel are expected to secure reservations as economically as possible commensurate with the standards of accommodations available at the location of official travel. Government rate, or the established group rate for the activity or conference, should be requested when available. Absent a government rate, or the group rate, the lowest available rate should be obtained.
- 2) Reimbursement for lodging must not exceed the rate for a single occupant. Except in the case of a single rate for single or double occupancy, when a hotel voucher indicates double occupancy, reimbursement will be limited to either the single occupancy rate, which must be obtained from the hotel by the claimant, or half the double occupancy rate, if the single occupancy rate is not provided with the claim.

- 3) Lodging receipts must clearly identify the amounts paid, the number of occupants, and the single room rate before submitting for reimbursement.

C. Meal Reimbursement/Per Diem Allowance for Overnight Travel

1) Meals During Same-Day Travel

Except as otherwise provided in this Policy:

- a. Reimbursement for breakfast during same day travel is authorized only when the claimant is required to leave from residence or headquarters before 6:00 a.m.
- b. Reimbursement for lunch during same day travel that spans the hours of 11:00 a.m. to 2:00 p.m. is authorized.
- c. Reimbursement for dinner during same day travel is authorized only when the claimant is reasonably required to return from travel and arrive at residence or headquarters after 7:00 p.m.
- d. Claimants shall be reimbursed for actual cost of meals under this section in an amount not to exceed: \$8 for breakfast, \$12 for lunch and \$18 for dinner.

2) Meals During Overnight Travel

- a. Employees may claim per diem meal allowances for authorized out of County overnight travel. Claims shall be paid in accordance with the current IRS Per Diem Meals Allowance Rates for the locality visited [See Table 4 at <http://www.irs.gov/pub/irs-pdf/p1542.pdf>].

When an employee does not travel a full day, the employee may claim the amount of each allowable meal in accordance with the current IRS Per Diem Meal Allowance Rate for the locality visited. The IRS per diem rates for breakfast, lunch and dinner by locality can be found at www.gsa.gov/mie. **Breakfast allowance** is authorized only if the employee is reasonably required to depart from his residence or headquarters before 6:00 a.m., or if the employee has breakfast before departing from his travel destination to return to his residence or headquarters. **Lunch allowance** is authorized only if the employee is reasonably required to depart from his residence or headquarters before 11:00 a.m., or if the employee is reasonably unable to return from his travel destination before 2:00 p.m. **Dinner allowance** is authorized only if the employee is reasonably required to depart from his residence or

headquarters before 5:00 p.m., or is reasonably unable to return from his travel destination before 7:00 p.m.

- b. Members of the Board of Supervisors and authorized members of County commissions, committees or boards shall be reimbursed for the actual, reasonable costs of their meals when overnight stay is involved. The IRS standards for Maximum Federal Per Diem Rates for the locality visited will be used as a guide for determining reasonableness under this subparagraph. Any reimbursement for meal expenses shall be made only upon submission of receipts and the appropriate County claim which shall reflect the date and purpose of the meal for which reimbursement is being claimed. If reimbursement is sought for other individuals' meals on the same receipt, the other individuals' names and the County business discussed over the meal should be indicated in the request for reimbursement.

Department Heads may elect to receive reimbursement for meals when overnight stay is involved under either subparagraph a. or b. of this Section III.C.2.

3) Business-Related Meals

Except as otherwise provided in Section III.C.1 and III.C.2 (regarding meal reimbursement for travel), meals and refreshments for Napa County employees shall only be purchased with County funds or reimbursed in the following cases.

- a. Required training at a conference or seminar attended by an employee which includes meals and refreshments as part of the cost.
- b. Business-related meeting with outside agencies, groups, organizations, service clubs, etc. where the employee is speaking or has been designated as the representative of the County/Department and where the circumstances make it necessary or warrant the meeting being held during mealtime.
- c. Official County business requires attendance of County personnel at a meeting where circumstances make it necessary or warrant the meeting being held during mealtime. Normal or routine staff meetings of County departments or personnel over the meal period do not qualify. With authorization of the sponsoring Department Head, the County may provide refreshments or meals of reasonable expense at training sessions sponsored by the County. Such costs should be paid for out of the Department's own budget.
- d. Official meetings of County personnel with consultants, trainers, or other persons to conduct business that is of primary benefit to the County, where

the circumstances make it necessary or warrant that the activity be held during mealtime.

- e. Meals taken while carrying out prison transport duties that require continual supervision of prisoners.
 - f. Meals eaten during transportation of children as part of child protective or law enforcement services, where continual supervision is required and there is no reasonable opportunity for a duty-free meal break.
- 4) General Public
- a. The County Executive Officer/Emergency Services Department Head, Sheriff, or Public Works Department Head is authorized to “furnish food” to any person(s) directed to assist during the course of an emergency situation, including but not limited to lost persons, escapees, flood, fires and any other catastrophe where emergency feeding is determined to be necessary.
 - b. County offices and Departments may provide meals and refreshments for trainers, consultants and other persons providing services to the County.

IV. NON-REIMBURSABLE EXPENSES

Employees will not be reimbursed for the following:

- 1) Laundry.
- 2) Barbering.
- 3) Liquor.
- 4) Entertainment.
- 5) Any gratuities **except for** gratuities of twenty (20%) percent or less (unless a group gratuity rate is being levied) of the cost of meal(s) or taxi fares, excluding tax unless required through contractual arrangement with provider.
- 6) Transportation of personal baggage (including portage fees).
- 7) Personal expenses including mileage, taxi fares, car rental, and other transportation costs to places of entertainment and other non-business facilities.
- 8) Personal telephone calls are not reimbursable, except for one brief (not to exceed five (5) minutes) call per day to the employee’s family/home when the employee is away from home overnight on County business.
- 9) Any personal expense.

V. ADVANCES

A. Travel advances for out of County travel are authorized as follows:

- 1) Travel as defined in this Policy where the actual costs of overnight accommodations, meals and registration or fees can be determined. Up to two (2) weeks of expenses may be advanced at a time.
- 2) Travel by employees where the per diem basis for meal reimbursement is utilized.
- 3) Anticipated travel costs as estimated by the department for travel in excess of three (3) days.
- 4) Anticipated travel costs must exceed \$100 for an advance to be issued.

B. The request for the advance shall be made on a Claim form prescribed by the Auditor-Controller. The advance shall be issued not more than ten (10) days prior to commencement of the authorized travel period except under unusual circumstances as approved by the appropriate County official. The request for an advance must be received by the Auditor-Controller's Office at a minimum ten (10) days prior to the issuance of the County Warrant.

C. Advances shall be accounted for by submitting the original advance claim with necessary receipts and any excess monies within five (5) working days following the completion of travel. Excess travel advance funds will be returned to the Department, deposited into the treasury and a copy of the receipt for return of the funds submitted with the travel claim. Failure to submit timely travel claims shall render the individual receiving the advance in default and personally liable for the full amount advanced.

D. Under no circumstances shall any travel advance be considered as a personal loan to any individual, and any unauthorized expenditure of any advance shall be deemed a misappropriation of public funds.

VI. PAYING EXPENSES OF ANOTHER EMPLOYEE OR INDIVIDUAL

A. When the entire party consists of officials or employees of the County of Napa, one member of the party may make payment for the meal. The reimbursement request must indicate the first and last names of participating employees. Reimbursement of such expenses shall be limited to the amount authorized by this Policy for each employee.

B. Taxi and toll bridge fares may be paid by one member of a party and submitted on his/her expense account.

C. Hotel accommodations occupied by more than one official or employee of the County may be paid by one member of the party. The reimbursement request must indicate the first and last names of the involved employees.

D. Department Heads, elected officials and Management employees may be reimbursed for the cost of meals for non-County officials doing business with the County. The reimbursement request must indicate:

- 1) The first and last names of the participants
- 2) The nature of the business
- 3) The Auditor-Controller shall honor such claims only if signed by the Department Head.

VII. OUT OF STATE AND OUT OF COUNTRY TRAVEL

A. In addition to any other requirements of this Policy, unless otherwise expressly provided by law:

- 1) **Out of State Travel:** All out of state travel by County employees, including Department Heads who are not elected officials, must receive prior written approval from the County Executive Officer (CEO) using the Out of State Travel Authorization Form.
- 2) **Out of Country Travel:** All out of country travel by County employees, including Department Heads who are not elected officials, must receive prior approval from the Board of Supervisors.
- 3) CEO/Board of Supervisors:
 - a. Out of State Travel: All out of state travel by the CEO and members of the Board of Supervisors must receive prior approval from the Board of Supervisors.
 - b. Out of Country Travel: All out of country travel by the CEO and members of the Board of Supervisors must receive prior approval from the Board of Supervisors.
 - c. If time constraints do not allow prior Board approval to be obtained in a timely manner, subject to ratification at the next Board of Supervisors meeting, the Chair or Vice Chair of the Board of Supervisors may authorize the travel of the CEO and/or members of the Board of Supervisor.
- 4) **Elected Officials:** All out of state and out of country travel by elected officials (other than members of the Board of Supervisors) must be reported to the CEO and the Board of Supervisors prior to commencement of travel. If time constraints do not allow for reporting before the travel occurs, the report shall be made at the next Board of Supervisors' regular meeting following the completion of the travel.

B. Exception: Board of Supervisor and/or CEO approval is not required for out of state and out of country travel when employees are involved in any of the activities listed below. Instead, out of state and out of country travel shall require prior written authorization of the Department Head, or Department Head's designee, and the reimbursement request must clearly indicate that the travel was authorized pursuant to this section of the Policy for the following activities:

- 1) Transporting prisoners, juvenile court wards or dependents, children receiving Child Welfare services, mental health clients, and children recovered in child abduction cases.
- 2) Transporting patients to and from State mental hospitals, residential treatment facilities or court appearances.
- 3) Travel to inspect facilities and provide supervision to children in placement, i.e., foster homes, group homes or residential treatment facilities.
- 4) Travel to investigate or to prosecute a crime for purposes of law enforcement, or for purposes of civil litigation filed by the District Attorney.
- 5) Travel to investigate a crime for purposes of legal defense by the Office of the Public Defender.

VIII. TRAVEL BY THE BOARD OF SUPERVISORS

Except as otherwise provided in this Policy, travel expenses incurred by the members of the Board of Supervisors shall be reimbursed consistent with the application of this Policy to other County Department Heads and elected officials.

IX. OTHER

A. Individuals Serving on County Boards/Committees/Commissions

- 1) **Out of County Travel:** Individuals appointed to represent the County on various committees, boards and commissions established by the Board of Supervisors by formal action, whether County employees or not, may be reimbursed for all actual expenses involved when attending meetings relating to committee/board/commission business held outside of Napa County.
- 2) **In County Travel:** Actual expenses involved when attending meetings relating to committee/board/commission business held within Napa County may be reimbursed only to the extent authorized by County ordinance or by bylaws of the committee/board/commission.

- 3) Attendance at educational conferences or activities is subject to the limitations set forth in Section III of this Policy. Reimbursement shall be limited to the expenses described in this Policy.
- 4) Board of Supervisors' approval must be given prior to attendance of any meetings in order to receive reimbursement. Prior approval by the Board of Supervisors is determined to mean adoption of the final budget wherein sufficient funds are appropriated to pay the expenses of commissioners' (committee/board members') travel. In emergency situations wherein Board of Supervisors' approval is not possible for the travel of commissioners (members of a board/committee), the CEO may grant such authorization subject to ratification at the next Board of Supervisors' meeting following the completion of the travel.
- 5) The Department Head, or designee, of the department that provides staff support for the commission, board, or committee, shall approve the attendance and reimbursement of travel expenses, and related expense reports, prior to attendance of the meeting. Individuals must provide documentation of the expenses incurred as set forth in this Policy.

B. County Department Head and Farm Advisor at Cooperative Extension

County Department Head and Farm Advisor at Cooperative Extension shall be reimbursed on the same basis as non-classified employees under this Policy.

C. CAL FIRE Employees

California Department of Forestry and Fire Protection employees, under contract with the County, are eligible for reimbursement under this Policy, the same as County employees generally.

D. Volunteers or Interns

Volunteers or interns assigned and authorized by a Department Head to use their private vehicles to conduct County business will be reimbursed pursuant to Section III of this Policy. The owner of the private vehicle must maintain the insurance coverage as required in Section III.A.2) b. and his/her insurance coverage shall be primary in the event of an accident.

E. Other Governmental Agencies or Third Parties that Provide Reimbursement

When employees (and other individuals specified under this Policy) are entitled to reimbursement for part or all of travel expenses incurred on behalf of the County from other governmental agencies or third parties, they are required to seek reimbursement from these other agencies or third parties.

- 1) Reimbursement from other parties for County incurred expenses shall be remitted to the County if received by the employee/individual.
- 2) Employees (individuals) traveling on County business and using County funds (receiving advance funds and/or submitting a travel claim) are required to comply with this Policy even though they or their Department may be receiving full or partial reimbursement for their claim from another agency or a third party. The fact that another agency or third party may reimburse the County for an otherwise non-allowed expenditure under this Policy does not justify the expense unless the CEO, or designee, has provided written permission.

F. Job Applicants

The CEO, or designee, may authorize the reimbursement of actual and necessary travel and lodging expenses for a job candidate traveling to Napa for purposes of participating in an employment selection process. This reimbursement is not generally available to job candidates, but only for those job recruitments the CEO, or designee, determines is necessary to recruit a qualified person. The CEO shall set the criteria for reimbursement which shall be consistent with the standards in Section III of this Policy, relating to out of county travel.

X. CLAIM SUBMISSION [Cross reference to Sections II. and III. for further information]

A. General Policy

- 1) All expense claims must be rendered no later than six (6) months after the date incurred but within the fiscal year incurred. Any claims submitted beyond the six (6) month period or in a subsequent fiscal year will require approval of the CEO prior to processing by the Auditor-Controller.
- 2) Claims for reimbursement of expenses must indicate the following:
 - a. purpose and location of the trip
 - b. cities and States traveled from/to (State is only required when traveling outside of California)
 - c. dates of travel
 - d. time of departure and return, not necessary when only claiming mileage reimbursement, and
 - e. type of travel (e.g., policy section: business, training (Continuing Education or non-Continuing Education), conference, convention, etc.)
 - f. For business-related meals: time and place of the meal, the business purpose of the meal and if applicable, the business relationship of the employee and the other individuals provided a meal for which reimbursement is claimed.

- 3) Unless otherwise provided in this Policy, all expense claims shall be accompanied by required documentation and approved by the Department Head or designated representative of the Department Head.
- 4) Reimbursement shall be allowed only for the actual days of authorized travel.

B. Documentation

Employees (and other individuals eligible for reimbursement under this Policy) must complete and certify an itemized travel expense report upon return from travel. The following provisions must be followed in order for reimbursement of travel expenses to be made.

- 1) Expense claims may be submitted on forms prescribed by the Auditor-Controller; mileage claims may be submitted only once a month.
 - a. Each claim for travel or mileage expense shall contain a certification providing as follows:

“I hereby certify that the above is a true statement of the travel expense incurred by me in accordance with the Board of Supervisors’ policy in the service of the County of Napa during the month(s) of, _____, 2___; that all items shown were for the official business of County; that no meals claimed on this voucher were eaten at my headquarters or residence; that no part thereof has been heretofore paid by the County or by any other entity; that the amount therein is just due, and that the same is presented within six months after the last item thereof has occurred”.

The foregoing certification shall be in addition to any oath or certification required by law for the County of Napa claim forms.
 - b. Travel cost comparison should be attached to the expense claim for private vehicle travel in lieu of air travel.
 - c. Prior approval of the Department Head or his/her designee is required. An e-mail approval may be acceptable so long as purpose and destination is included in the e-mail.
- 2) The original receipts or acceptable substitute (the Auditor may accept, at his/her discretion, other forms of documentation such as credit card receipts, invoices, statements, cancelled checks (copy of front and back, etc.)) shall be submitted with the claim for reimbursement for every item of expense, **except** as follows: taxi, public transportation, bridges and road tolls, parking meter fees, and pay telephone. This provision does not apply to per diem meal reimbursements.

In cases where receipts cannot be obtained, a statement to that effect shall be entered on the expense claim and the reason given. In the absence of a satisfactory explanation, as may be determined by the Auditor-Controller, the amount involved shall not be allowed.

XI. Public Disclosure

All County expenditures are public records subject to disclosure under the Public Records Act and other laws.

XII. Violation of this Policy

Use of public resources or falsifying expense reports in violation of this Policy may result in any or all of the following:

- 1) loss of reimbursement privileges,
- 2) a demand for restitution to the County,
- 3) the County's reporting of the expense reimbursement as income to state and federal tax authorities,
- 4) civil penalties of up to \$1000 per day and three times the value of the resources used, and
- 5) prosecution for misuse of public resources. Except in the case of elected officials, use of public resources or falsifying expense reports in violation of this policy may further result in disciplinary action, up to and including termination.

XIII. STATUS OF OTHER POLICIES

This policy supersedes and replaces all other policies on the same subject, especially that policy entitled, "TRAVEL POLICY", adopted by the Board of Supervisors effective on or about April 26, 2005. The County reserves the right to amend this policy whenever it is appropriate to conform to local, state and federal laws, rules and regulations.