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## **NAPA COUNTY TRAVEL POLICY**

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## I. GENERAL PROVISIONS

This Policy contains the purposes and manner under which employee travel and work-related meals will be authorized and reimbursed by the County of Napa (County). It establishes 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 also 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 XI.A), volunteers, interns, job applicants and other specified individuals.

This Policy covers requirements and procedures specifically for out-of-county travel and in-county travel as well as requirements and procedures that apply to both. Any exceptions to this Policy must be approved by the Auditor-Controller and, when required – 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 and the Executive Director of LAFCO are considered Department Heads for the intent and purposes of this Policy.

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

**A. Pre-Approval:** For any allowable travel, including any travel involving an overnight stay, an employee should have prior written approval from their Department Head, or designee, with the exception of any travel that 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 VIII for policies on out-of-state and out-of-country business travel). 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.

**B. Reimbursement:** Reimbursement of expenses relating to travel will be made pursuant to Section IV and through submission of a claim as set forth in Section XII. 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 social and recreational activities.

**II. ESTABLISHING RESIDENCE AND HEADQUARTERS**

A. Headquarters for all County employees shall be the County location to which they normally report for work. Residence for County employees shall be the place where the employee resides.

B. No travel expenses shall be allowed for travel between residence and headquarters (“commute miles”).

**III. ALLOWABLE PURPOSES FOR TRAVEL**

A. **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 County is paying for the employee’s travel or the employee or their department may be receiving full or partial reimbursement for their claim from another agency or a third party. The County will only reimburse employees 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.

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 below.

**B. 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) 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.
- 3) Reimbursement of costs associated with continuing education or training is subject to the approved budget for the respective employee’s department.

- 4) Training programs do not include ongoing educational courses offered by colleges or universities for specific degrees, e.g., 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 Memoranda of Understanding with the County's bargaining units.
- 5) POST Training: Employees 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 employee 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: Employees 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 an 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.

**C. 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."

**D. 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 III.A, B and C 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.

#### **IV. REIMBURSABLE EXPENSES**

##### **A. Transportation and 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. Any employee who drives a County-owned vehicle should be aware of and have 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.) Department Heads shall be responsible to ensure that all employees are aware of this requirement.

- b. If a department is assigned County vehicles, those vehicles should be considered the preferred 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, a 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. All mileage reimbursement will be calculated by first deducting the employee's standard commute miles from the total miles traveled.
- b. 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 their insurance coverage is primary in the event of an accident.
- c. 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 \$50,000.
- d. Employees traveling under this Policy will be reimbursed the mileage to their destination under the following circumstances:
  - i. Travel to and from an employee's headquarters 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. [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 \[month\]\(#\).](#)
- e. 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.
- f. If [a private vehicle is used instead of air travel](#), [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. A recent analysis of this comparison must be attached to the travel/mileage expense form.](#)
- g. 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.
- h. Reimbursement for reasonable and necessary charges for parking and tolls will be allowed.
- i. [Claims for mileage should be submitted within five \(5\) business days of the end of the month in which the mileage occurred. See Sec. XII, Claim Submission, for further details.](#)
- j. [Auto Allowance: Management employees and members of the Board of Supervisors 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 \(Other\)\].](#)

### 3) Ground Transportation

- a. [The use of public transportation services, e.g., airport shuttle services, is encouraged in lieu of taxi or other on-call transport \(e.g., Uber\) or car rental unless availability, cost or employee safety dictates otherwise. Car rental is reimbursable only if rental is necessary as part of official County business. Officials and employees should consider alternative](#)

transportation (shuttles, taxis, subways, etc.), availability and cost prior to vehicle rental.

- b. If a car is rented and insurance is purchased, the rental car insurance company's coverage is primary. If insurance is not purchased, the employee's insurance coverage is primary. The purchase of car rental insurance should be authorized in advance.

4) Airfare, Trains, and Other Modes of Travel

- 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. Unless otherwise provided, only economy class fares will be allowed.
- b. Airline and other travel reservations shall be made 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. Department Heads are responsible for ensuring that internal departmental procedures exist for obtaining the best price for airline tickets.
- c. 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 a 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.
- d. Baggage fees: The County will reimburse baggage fees for a maximum of two (2) pieces of luggage under the following conditions:
- i. If the airline charges baggage fees for all luggage, the County will reimburse the employee for a maximum of two (2) pieces of the employee's luggage.
  - ii. If the airline allows for one piece of luggage with airfare at no charge, the County will reimburse the employee for one additional piece of the employee's luggage (i.e., two pieces total).
  - iii. The County will not reimburse an employee for any overweight baggage fees.

**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 when there is only one rate for both single and 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 and Per Diem Allowance**

- 1) Same-Day Travel Meals

Except as otherwise provided in IV.C.3. below:

- 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. and returns after 11:00 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 leave before 5:00 p.m. and return from travel and arrive at residence or headquarters after 7:00 p.m.
- d. Claimants shall be reimbursed for the actual cost of meals under this section in an amount not to exceed \$8 for breakfast, \$12 for lunch and \$18 for dinner.
- e. If meals are included in the cost of the event, no additional meal reimbursement is authorized.
- f. If meals are not included in the cost of the event, reimbursement is limited to no more than the per diem rates, regardless of dietary restrictions or other individual needs.
- g. Same-day travel meals are taxable as wages unless the meal has a business purpose under Section IV.C.3 below.

2) Overnight Travel Meals

- 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 [www.gsa.gov/portal/category/104711](http://www.gsa.gov/portal/category/104711).

When an employee does not travel a full day (on day of departure or return), 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/portal/content/101518](http://www.gsa.gov/portal/content/101518).

**Breakfast allowance** is authorized only if the employee is reasonably required to depart from their residence or headquarters before 6:00 a.m., or if the employee has breakfast before departing from their travel destination to return to their residence or headquarters.

**Lunch allowance** is authorized only if the employee is reasonably required to depart from their residence or headquarters before 11:00 a.m., or if the employee is reasonably unable to return from their travel destination before 2:00 p.m.

**Dinner allowance** is authorized only if the employee is reasonably required to depart from their residence or headquarters before 5:00 p.m., or is reasonably unable to return from their 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 an overnight stay is involved. Reasonableness is defined as less than or equal to ten percent above the per diem amount for each meal. 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.
- c. Department Heads may elect to receive reimbursement for meals when overnight stay is involved under either subparagraph a. or b. of this Section IV.C.2.

3) **Business-Related Meals**

Except as otherwise provided in Sections [IV.C.1](#) and [IV.C.2](#) (regarding meal reimbursement [during](#) 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 [that](#) includes meals and refreshments as part of the cost.
- b. Business-related meetings [s](#) 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 warrant the meeting being held during mealtime.
- [c.](#) Official County business requires attendance of County personnel at a meeting where circumstances warrant the meeting being held during mealtime. Normal or routine staff meetings of County departments or personnel over the meal period do not qualify.
- [d.](#) 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 [sponsoring](#) department's budget [account for business meals](#).
- e. 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 warrant the activity [being](#) held during mealtime.
- f. Meals [consumed](#) while carrying out prison transport duties that require continual supervision of prisoners, [where continual supervision is required and there is no reasonable opportunity for a duty-free meal break](#).
- [g.](#) Meals [consumed](#) 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.

**D. [Food Provided to Non-Employees](#)**

- [1\) County offices and departments may provide meals and refreshments for trainers, consultants and other persons providing services to the County.](#)
- 2) 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.

**V. PAYING EXPENSES OF ANOTHER EMPLOYEE OR INDIVIDUAL**

- A. When the entire party consists of officials or employees of Napa County, and the meal is a business-related meal under Section IV.C.3, one member of the party may make payment for the meal. The reimbursement request must indicate the first and last names of participating employees and the County business discussed during the meal. Reimbursement of such expenses shall be limited to the amount authorized by this Policy for each employee. If the meal is not business-related under Section IV.C.3, the entire amount of the reimbursement will be considered taxable wages for the individual who pays for the meal.
- B. Taxi and toll bridge fares may be paid by one member of a party and submitted on their expense claim.
- 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 the first and last names of the participants and the nature of the business. The Auditor-Controller shall honor such claims only if signed by the Department Head.

**VI. NON-REIMBURSABLE EXPENSES**

Employees will not be reimbursed for the following:

- 1) Laundry
- 2) Haircuts and barbering
- 3) Alcohol
- 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) Hotel housekeeping tips
- 9) Personal telephone calls
- 10) Early check-in or priority boarding on flights
- 11) Valet parking, unless it is the only option
- 12) Any personal expense

**VII. TRAVEL ADVANCES**

- A. County Purchasing Cards issued to departments (“P-Cards”) should be used when possible to reserve and pay for travel-related expenses for employees. Travel advances for out-of-county travel should be the exception and requested rarely and must be approved by the Department Head or designee. Travel advances for out-of-county travel are authorized only if all of the following conditions are met:
- 1) Travel as defined in this Policy where the actual costs of overnight accommodations, meals and registration or fees can be determined in advance. 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 are for travel in excess of three (3) days.
  - 4) Anticipated travel costs exceed \$100.
- 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 least 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 and deposited into the Treasury, and a copy of the receipt for return of the funds will be 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.

**VIII. 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.

**IX. OVERTIME POLICY DURING TRAVEL**

Napa County complies with Fair Labor Standards Act (FLSA) laws for overtime related to travel, which are described in the County Overtime Policy, contained in Sec. 37B of the County Policy Manual. Any questions should be directed to Napa County Human Resources.

**X. TRAVEL BY THE BOARD OF SUPERVISORS**

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

**XI. 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. Board approval is evidenced by the availability of sufficient budget appropriations. In emergency situations in which 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, in advance, and reimbursement of travel expenses, and related expense reports, of members of 4) above. Documentation of the expenses incurred must be provided 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 IV of this Policy. The owner of the private vehicle must maintain the insurance coverage as required in Section IV.A.2.c., and their 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 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 expenditure that is non-allowed 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 all job candidates, but only for those job recruitments the CEO, or designee, determines reimbursement is necessary to recruit a qualified person. The CEO shall set criteria for reimbursement that are consistent with the standards in Section IV of this Policy, relating to out-of-county travel.

**XII. CLAIM SUBMISSION [See Sections III. and IV. for additional information]**

**A. General Policy**

- 1) All expense claims should be submitted within ten (10) business days after completion of travel. Any claims submitted beyond a six (6) month period or in a subsequent fiscal year require approval of the CEO or Assistant 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 required only when traveling outside of California)
  - c. dates of travel
  - d. time of departure and return (not necessary when only claiming mileage reimbursement)
  - e. type of travel, e.g., business, training (Continuing Education or non-Continuing Education), conference, convention, and
  - 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. Required 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 certify the expenses submitted are accurate and comply with expense policy.”

The foregoing certification shall be in addition to any oath or certification required by law for the County of Napa claim forms.

- b. A 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 designee is required. An e-mail approval may be acceptable so long as purpose and destination are included in the e-mail.

- 2) The original receipts or acceptable substitute (the Auditor may accept, at their discretion, other forms of documentation such as credit card receipts, invoices, statements, cancelled checks (copy of front and back)) shall be submitted with the claim for reimbursement for every item of expense, **except that the following do not require receipts**: taxi, public transportation, bridges and road tolls, parking meter fees, and overnight per diem amounts.

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.

3) Documentation of Alternative Methods and Times of Travel

Employees should consider methods and times of travel to minimize costs to the County, for example, considering travel to a nearby, less expensive hub and renting a car. When an employee extends travel or travels to an alternative location to save money, written documentation substantiating the savings must be submitted with the reimbursement request. 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.

**XIII. PUBLIC DISCLOSURE**

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

**XIV. 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 \$1,000 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.

**XV. STATUS OF OTHER POLICIES**

This Policy supersedes and replaces all other policies on the same subject. The County reserves the right to amend this Policy whenever it is appropriate to conform to local, state and federal laws, rules and regulations.