



Agenda Date: 4/26/2005
Agenda Placement: 6V

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Britt Ferguson for Nancy Watt - County Executive Officer
County Executive Office
REPORT BY: Lorenzo Ziálcita, Principal Management Analyst , 253-4826
SUBJECT: Revisions to Travel Policy

RECOMMENDATION

County Executive Officer requests approval of the amended County Travel Policy, effective May 1, 2005.

EXECUTIVE SUMMARY

The County Auditor-Controller recently audited travel expense reports. Resulting discussions have led to multiple recommended changes and clarifications to the current version of the County's Travel Policy.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The County Auditor-Controller recently audited travel expense reports. Resulting discussions have led to recommended changes to the current version of the County's Travel Policy. Aside from language intended to facilitate readability and to clarify certain issues - such as travel beyond the 75-mile radius from the employee's work site - revisions being made to the Policy at this time include:

1. Terminology: references to Department Director(s) throughout the Policy are revised to reflect Department Head(s).
2. Section I, General Provisions: I. B, Alternative Travel, and I. C Business Purpose were added to expand on the manner and purposes for which business travel will be authorized and reimbursed by the County.
3. Section II, Allowable Purposes for Travel: Paragraphs A.6 and A.7 dealing with travel for Peace Officers Standards and Training Program (POST) and Standards and Training for Corrections Program (STC) have been amended to specifically address reimbursement from the State when such funding is available.
4. Section III, Reimbursable Travel Expenses: III. A has been revised to specify reimbursable expenses and emphasize the need for approval from the department head prior to registering for events such as a conference or training program.
5. Section III, Reimbursable Travel Expenses: III. B revisions include the clarification of issues related to personal vehicle insurance, use of frequent flier miles, car rental and mileage reimbursement.
6. Section III, Reimbursable Travel Expenses: III.C. has been revised to specify the required information on lodging receipts.
7. Section III, Reimbursable Travel Expenses: III. D incorporates cases wherein meal reimbursements may be allowed for business/training events occurring within the County.
8. Section IV, Non-reimbursable Expenses: Specifics as to certain non-reimbursable expenses have been added.
9. Section V, Allowances/Advances: V. B elaborates the procedures related to travel advances; also reduces the number of days to be traveled from five to three days before an advance may be requested/authorized.
10. Section IX, Other: Insurance requirements for the use of private vehicles on County business, enrollment of drivers of County vehicles in the Pull Notice Program and travel reimbursement from other agencies are addressed.
11. Section X, Claim Submission: X. B has been added, detailing documentation requirements for the reimbursement of travel expenses.

Starting May 1, 2005, Travel and Transportation claims (Travel Expense claims and Monthly Mileage Expense claims) will no longer be processed for payment by the Individual departments. Rather, **all** Travel/Transportation claims will have to be submitted to the Auditor-Controller's Office for processing.

SUPPORTING DOCUMENTS

- A . Travel Policy, Clean Version
- B . Travel Policy, Tracked Version

CEO Recommendation: Approve

Reviewed By: Britt Ferguson