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7 Travel Policies

7.2 Reimbursement for Expenses

- **7.2.1 When Expenses Reimbursable**

A. County officers and employees shall receive necessary and reasonable expenses in the performance of the duties of their respective offices and for attending meetings as have been authorized by the department head. County officers shall additionally receive their actual and necessary expenses while traveling to and from and attending the actual conventions of their respective associations.

B. Reimbursement for meals pursuant to subdivision A or Section 7.02.06 shall be substantiated by a receipt for payment of actual meal expenses. In the absence of a receipt, county officers and employees shall be reimbursed on a per meal basis as follows:

Breakfast \$ 7.00

Lunch \$12.00

Dinner \$20.00

Total \$39.00

Breakfast: Breakfast may be claimed if travel began at or prior to 6:00 a.m. and terminated at or after 9:00 a.m.

Lunch: Lunch may be claimed if travel began at or prior to 11:00 a.m. and terminated at or after 2:00 p.m.

Dinner: Dinner may be claimed if travel began at or prior to 4:00 p.m. and terminated at or after 7:00 p.m.

- **7.2.2 Mileage Reimbursement for Personal Car Usage**

A. If a county officer or employee uses his or her personal car for the performance of the officer's or employee's duties, or to attend authorized meetings, the officer or employee shall be entitled to reimbursement at the rate set forth in this section for all miles actually traveled on such County business.

However, no claim shall be made and no reimbursement shall be paid for:

1. Any miles traveled without the approval of the officer's or employee's department head.
2. Any miles of incidental travel for personal business of the officer or employee that may occur during such official travel.

B. An officer's or employee's regular use of his or her personal vehicle for business travel in the course of County employment shall be approved in advance by the department head. No reimbursement shall be paid by the County for mileage incurred by an officer or employee in the absence of such approval. The department head shall ensure that the employee's vehicular insurance coverage complies with the insurance requirements of Section 9.06.06.

C. The rate at which mileage shall be reimbursed pursuant to this section shall be the current rate recognized by the United States Internal Revenue Service as exempt from taxation under the Internal Revenue Code.

- **7.2.3 Other Modes of Travel**

Reimbursement may be made for travel by bus, rail, or commercial aircraft, but shall be substantiated by a receipt for payment of such transportation.

- **7.2.4 Lodging and Registration Fees**

Reimbursement may also be made for lodging and registration fees, but shall be substantiated by a receipt for payment of such expenses.

- **7.2.6 Meals Unrelated to Travel**

In addition to the expenses reimbursable under Section 7.02.01, employees and county officers shall be entitled to be reimbursed for necessary meal expenses incurred while working 3 hours or more in excess of their normal work day, or while attending meetings within Glenn County for the promotion of county business. Departments may provide refreshments for these meetings. Employees and county officers shall not be reimbursed for expenses incurred while attending meetings of service clubs, fraternal or religious organizations, or other such organizations of which the employee is a member. For individuals who are called to work on a day other than their normal work day the meal reimbursement entitlement under this Section will not be authorized until such time as the individual works at least the equivalent of their normal work shift plus an additional three hours.

- **7.2.7 Expenses of Commission and Committee Members**

Subject to the prior approval of the Board of Supervisors, members of commissions and committees consisting of citizens appointed by the Board of Supervisors to study problems of general or special interest to the Board and to make reports and recommendations to it, shall be entitled to reimbursement of mileage at the current rate recognized by the United States Internal Revenue Service as exempt from taxation under the Internal Revenue Code. This mileage reimbursement shall be paid when these members or citizens are traveling in their own car on business of the commission or committee. These members and citizens shall also be entitled to reimbursement for expenses while on such business, the same as county officers and employees are entitled under this Chapter.

- **7.2.8 Supervisors' Travel**

A. In addition to expenses allowed in Section 2.04.03 of the Glenn County Code, Supervisors shall be reimbursed for expenses incurred in conjunction with the various associations, assignments and appointments listed in the Glenn County Appointments Roster as assigned each January. Also included are any hearings, meetings and events which are County related business and/or for the benefit of Glenn County.

B. Reimbursement amounts will not exceed Per Diem amounts established by the Internal Revenue Service under the High-Low substantiation method published in Publication 1542, except for lodging costs in connection with a conference or organized educational activity, which shall not exceed the maximum group rate published by the activity sponsor.

C. Expenses in excess of the above may be preapproved by the Board of Supervisors. Any such amounts not preapproved shall be at the personal expense of the individual supervisor.

7.4 Travel Authorizations

- **7.4.1 One Day Trips**

Out of county travel on one day trips shall not require a travel request in situations where all of the following provisions apply:

A. Where the travel performed is required by the Department in the performance of its primary function and is in the course of the individual's regularly assigned duties;

B. Where the maximum duration of the trip is one day;

C. Mileage expense and other necessary expenses for one day trips authorized by the department head shall be reimbursed in the same manner as claims for intra-county mileage.

- **7.4.2 Education and Training**

The Board of Supervisors recognizes the responsibility of the County to further the education and training of county employees if such education and training is necessary and will yield benefits to the county in the form of increased efficiency and quality of work. Requests for approval of travel expense, registration fees, tuition, etc., for attendance at specialized training courses, workshops or seminars located in areas outside the county shall be granted by the department head only if such training is beneficial to the employee's performance of his duties and directly related to the job in which he is currently employed.

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7.4.3 Authorization By Department Head or Board of Supervisors

A. Requests for travel authorization shall be made to the department head prior to the time of travel. Out-of-state travel by a member of the Board of Supervisors shall be subject to prior approval by the Board at a regularly scheduled meeting and shall be presented as an agenda item.

B. Except as otherwise provided by law, no travel expense reimbursement shall be allowed to employees for attending conferences or conventions unless approval has first been obtained from the department head.

C. The estimated expenses shall be listed separately by categories (lodging, food, etc.) on the travel authorization form.

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7.4.4 Law Enforcement

Law enforcement officials and employees shall be excluded from the necessity of filing and requesting travel authorization in the normal course of carrying out the official duties and responsibilities of law enforcement. This section does not apply to travel to seminars, training or other educational meetings or classes.

7.6 Travel Advance

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7.6.1 Requests

All employees traveling on county business and requesting a travel advance shall be issued a County credit card. No other form of travel advance will be used.
(See section 4.02.11 Credit Card Purchasing Policy)

7.8 Reports

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7.8.1 Reports to the Board of Supervisors

The Board of Supervisors may request county officers and employees to submit a written or oral summary report on meetings attended wherein travel expense is involved.

7.10 Use of County Vehicles

- **7.10.1 Personal Use**

County owned vehicles are for official use only. Personal use of county owned vehicles is strictly prohibited, except that reasonable personal use shall be permitted when out of the County on official business.

- **7.10.2 Vehicles Driven Home**

With the following exceptions, County-owned vehicles may not be taken home and kept overnight by the employee:

- A. When the vehicle is taken out of County on County business and leaving or returning would occur outside normal business hours.
- B. When approved by minute order of the Board.
- C. By the Sheriff's sworn personnel, when authorized by the Sheriff.
- D. By the Animal Control Officer.
- E. By the Assistant Road Commissioner, Road Foreman and Signs Crew.
- F. By the District Attorney's sworn personnel, when authorized by the District Attorney.

- **7.10.3 Vehicle Parking**

County-owned vehicles assigned to county departments shall be parked as follows when not in use on county business.

- A. Building Inspector - At Building Inspectors office.
- B. Buildings and Grounds - Behind Buildings and Grounds office.
- C. Assessor - Behind Assessor's office.
- D. Ag. Extension Service - Behind Orland County Building.
- E. Planning Department - Behind Planning Department office.
- F. Health Services - At Health Service Offices in Willows and Orland, except for personnel on emergency

call, when authorized by the Director.

G. Glenn General Hospital - At Glenn General Hospital.

H. District Attorney - Behind District Attorney's Office.

I. Probation Department - Behind Superior Court Building.

J. Community Services - At Service Center, with four (4) at Community Services or JTPA office.

K. Human Resource Agency - Behind Social Services Department, except for personnel on emergency call, when authorized by the Director.

L. Agricultural Commissioner (Includes Air Pollution and VEM) - Two (2) vehicles at Orland Road Department Yard, all others to be parked behind Willows Office. VEM spray trucks to be parked in Orland and Willows yards.

M. Public Works - At Willows yard with one at Willows Airport.

N. Justice Court - At Justice Court.

O. Road Department - At Orland/Willows yards except for the following: Vehicles to be taken home -- Assistant Road Commissioner - One (1), Road Foreman - Two (2), Signs Crew - One (1).

P. Solid Waste - At Solid Waste Facility with one (1) at Willows Road Dept. Yard.

Q. Jail - At Jail.

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7.10.4 Non-Employees

Persons who are not employees of the County shall not drive county-owned vehicles, except as follows:

A. With specific authorization from the Board of Supervisors; and

B. Vehicles leased to other governmental agencies.