


		Policy # 1506
Subject: Travel Policy		
Responsible Department: Department of Finance		
Effective Date: 7/9/2024		Revision Date: 7/9/2024
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1. Purpose

The purpose of the Travel Policy is to ensure County employees and elected officials do not suffer any undue loss while traveling on any official County business.

2. Authority

California Government Code §53232.2(b)  
 Government Code §53232.4  
 Internal Revenue Code (IRC) Section 62(c); Reg. Section 1.62-2; Reg. Section 1.274-5  
 County Charter Section 76  
 Board of Supervisors

3. Scope

This policy applies to all elected officials, employees, and persons in the service of the County of Sacramento, unless other government policies or guidelines are applicable.

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### 4. Policy

It is the policy of the County to reimburse all ordinary, necessary, and reasonable County business travel for elected officials, employees, and persons in the service of the County. This includes all transportation, lodging, meals, and additional reimbursements including travel within and outside the County of Sacramento.

The Board of Supervisors must establish and adopt the Travel Policy. The Board of Supervisors, delegates authority to the County Executive to amend, execute and provide exemptions to the Travel Guidelines and Procedures. The Travel Guidelines and Procedures are made available by the Department of Finance, Auditor-Controller division located here:

<http://inside.finance.saccounty.net/Auditor-Controller/Pages/Travel.aspx>

### 5. Procedures

#### Approving Authority for Travel:

*Department Employees* - Travel requests must be approved in advance by the Department Head or their designee.

*Department Heads or Directors, excluding elected officials* – Travel which includes an overnight stay or airfare shall be approved by the relevant Deputy County Executive or Agency Administrator or their designee, prior to making travel arrangements.

*Direct Reports to County Executive* - Travel expenses which include an overnight stay or airfare for all reports to the County Executive shall be approved by the County Executive or their designee, prior to making travel arrangements.

#### A. Travel Outside the United States

Travel outside the United States is authorized when it involves apprehension, investigation and transportation of prisoners, dependents, or wards of the Court. The Traveler must first complete a travel request form for the approval of the Department Head or their designee. Travel outside the United States for all other purposes must be approved in advance by the County Executive or their designee.

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### B. Candidate Travel Expenses for Selected Employment Interviews

The County Executive, or their designee, may approve payment of employment candidate travel expenses following the County Travel Policy for selected employment interviews.

### C. Entities Doing or Seeking to Do Business with the County

This policy will include individuals, affiliates and companies acting on behalf of the County. However, this provision may be waived by the County Executive, or their designee, if it is determined to be in the best interest of the County. This provision shall not apply to transportation and related expenses paid as a normal part of a County contract for goods or services.

### D. Same Day Travel/Transportation

Same day travel/transportation for mileage, bridge tolls and parking, must be approved by supervisor/manager for reimbursement. All other expenses, such as meals, for same day travel must be approved in advance by the Department Head or their designee.

## Travel Advances:

### A. Generally Prescribed Expenses

The full registration or conference fee can be paid to the conference provider. For travel lasting up to 10 days, the Traveler can request an advance up to 100 percent of the estimated lodging, meal expenses up to the per diem rate, and/or if applicable, personal private vehicle mileage. Generally, airfare and car rental expenses are paid via County contracts and are not advanced to the Traveler. The Department of Finance has the authority to withhold new advances if a previous advance is not settled within **30 days of the Traveler's return.**

### B. Extended Travel

For travel lasting more than 10 days, the Traveler can request an advance for official travel in increments of 10-day periods at a **time, as deemed appropriate by the Traveler's Department Head.**

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### Lodging:

Reimbursement for the cost of lodging is limited to the actual lodging cost incurred. When booking lodging reservations the Travel Coordinator or Traveler should review the rates to ensure the most reasonable rates are obtained. The County is not responsible for reimbursement of luxury upgrades (for example, ocean views or suites). For lodging reimbursement, an itemized bill must accompany the completed travel reimbursement request.

### Meals:

#### A. Reimbursement

Meal reimbursement is allowed at the per diem rate. Meal reimbursement will be for amounts based on the U.S. General Services Administration ("**CONUS Rates**") **meal rate**. Travel outside the Continental United States will be reimbursed at the **Department of Defense ("OCONUS Rates")** meal rate. These rates are adjusted periodically by the Federal Government.

#### B. Restrictions

No reimbursement shall be made for alcoholic beverages of any kind.

### Transportation:

Reimbursements for transportation will be by the most reasonable means available, taking into consideration requirements for reimbursement for meals and lodging and employee time devoted to travel at the expense of performance of other duties.

When using a private vehicle, it is required that for both the vehicle and driver to be covered by appropriate insurance coverage and the driver to possess **a valid driver's license**. The use of County vehicles is addressed in the Transportation Policy.

### Additional Reimbursements:

#### A. Reimbursable Expenses with Receipts

**The Traveler's expenses are reimbursable at actual costs with a receipt** for taxicab, Uber or Lyft services, shuttle, airport transportation, or parking greater than nominal amount as detailed in the Guidelines and other justifiable business or travel

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expenses for example luggage fees, postage or shipping of business materials.

### B. Reimbursable Expenses without Receipts

The following expenses are reimbursable without receipts - metered parking and parking under the nominal amount as detailed in the Guidelines, transit fares, bus fares and bridge tolls. Tips and incidentals using the Federal CONUS or OCONUS Incidental Rates where applicable.

### C. Non-Reimbursable Expenses

Personal expenses while traveling are not reimbursable by the County.

### Conference, Meeting and Training:

The County will pay for events included in a conference, meeting or training registration fee. Where such events include optional activities at an additional cost, the Traveler must justify the business relationship of the activity. Networking with other attendees is not a valid business relationship. An additional charge for cancellation due to a County related business need is reimbursable to the Traveler with the approval from the Department Head or their designee.

### Extended Travel Based on Cost Savings:

Generally, the Traveler is allowed to arrive the evening prior to an event when the event begins prior to 12:00 noon if warranted by travel requirements and/or traffic. The Department Head may authorize exceptions to approve earlier pre-arrival for events starting after 12:00 noon.

### Personal Travel:

Under no circumstances will the County reimburse an employee for expenses incurred when the employee opts to extend their time at the destination for personal reasons. If on personal travel and the employee is required to return to the office for County business, travel expenses related to the return trip are allowed upon approval from the County Executive or their designee.

## 6. Review

Review annually and revise for any changes in guidance from the aforementioned authorities above.