

County Administrator

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Monica Nino
County Administrator

Contra Costa County



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OFFICE OF THE COUNTY ADMINISTRATOR MEMORANDUM

DATE: JUNE 6, 2025

TO: BOARD OF SUPERVISORS

FROM: MONICA NINO, County Administrator

SUBJECT: CLERK-RECORDER'S REQUEST FOR TRAVEL EXPENSES FOR ANNUAL CONFERENCE IN SAN RAMON

Pursuant to County Ordinance 24-4.009(b), all requests for board action shall be through the County Administrator, who shall present them to the board with a recommendation. If the County Administrator's recommendation is adverse to the request, the County Administrator shall notify the officer or department head of the time when the same will be presented to the Board of Supervisors and may either withdraw the request or the department head may appear before the board and be heard.

1. On May 5, 2025, Clerk-Recorder Kristin Connelly requested travel authorization to permit 18 department staff to attend one or more sessions of the California Association of Clerk's and Elected Officials (CACEO) Annual Conference to be held in San Ramon on July 7-11, 2025, and for seven employees to attend California Professional Election Administrator Credential Committee (CalPEAC) election education courses also taking place in at the conference in San Ramon. For the 22 unique travelers, expense reimbursement was requested for conference registration, mileage, non-conference meals, lodging, and valet parking at a total cost of \$19,856.69.

The County Administrator's Office (CAO) notified Ms. Connelly on May 6 that the conference attendance was approved except that lodging costs were not approved because the event is within Contra Costa County and that commute mileage and event self-parking at \$7/day would be reimbursed in lieu of lodging and valet parking at \$20/day.

2. On May 7, 2025, the Clerk-Recorder requested approval of the conference and authorization for attendance and bus charter to transport 53 additional staff from Martinez to the CACEO Conference and back on July 9, 2025 at an estimated cost of \$4,505 for conference registration and \$3,900 for bus rental, for a total estimated cost of \$8,405.

Since the conference is sponsored by a private association and County costs will exceed \$2,500, the CAO notified Ms. Connelly on May 8 that conference attendance and bus charter would require Board of Supervisors approval and that the CAO would not support bus charter because it is less economical than other options, such as vanpooling or commuting in personal vehicles. On June 3, Ms. Connelly modified her request to indicate that 33 (rather than 53) staff would be attending, and bus rental costs would be reduced to \$1,543.

Upon notification of the CAO's adverse recommendations, the Clerk-Recorder has requested to present to you her request for approval and authorization to charter a bus to transport approximately 33 staff (now \$1,543) and to provide hotel lodging for 13 staff (\$7093.47) and valet parking for 24 staff (\$728 over self-parking) to attend the CACEO Annual Conference and CalPEAC courses. On June 3, Ms. Connelly modified her request to indicate that staff would self-park.

The CAO has four policies relevant to this request – Travel (Attachment 1), Training (Attachment 2), Expense Reimbursement (Attachment 3) and, lastly, County and Non-County Sponsored Events and Activities (Attachment 4). The County's Travel Policy applies to business travel outside of Contra Costa County and to required training where travel is necessary. The Clerk-Recorder's request can be considered required training (reference Training Policy) and, since more than five staff will travel for the same event, CAO approval is required under the Travel Policy. Also applicable to this request is the County's Expense Reimbursement Policy (Attachment 3), which provides (1) reimbursement for use of private automobiles for mileage between an individual's normal work location and other designated work locations (which may be the site of a conference or meeting) at the current IRS rate of \$0.70 per mile, (2) reimbursement for parking, meals, registration and other costs, and (3) reimbursement for lodging only for authorized travel pursuant to the Travel Policy. Neither lodging nor bus transportation is contemplated by either the Travel or Expense Reimbursement policies for in-County work or events. Finally, applicable to this request is the County and Non-County Sponsored Events and Activities Policy which, in this case, requires Board of Supervisors approval for the hosting, at a cost exceeding \$2,500, of a conference sponsored by a statewide professional association.

Among the many criteria used by the CAO in reviewing travel requests is the necessity for and cost effectiveness of the travel arrangements, including the reasonableness of transportation, lodging, meal, and registration costs. We do not find the requests for in-County lodging, valet parking, and bus charter to be an economical use of public funds (whether sourced by grant or general-purpose revenue) for the subject event. The following summarizes our alternative recommendations.

Lodging

In lieu of the department's lodging request for 13 staff for 33 total nights at a total cost of \$7093.47, we recommend that staff commute and/or carpool to the conference daily with their own vehicles and apply for mileage and parking reimbursement at the self-parking rate, for comparative savings of approximately \$5,200:

Estimated reimbursable maximum of 50 miles round trip @ \$0.70	= \$	35
Self parking @ \$7	= \$	<u>7</u>
Cost per employee per day	\$	<u>42</u>
45 daily commutes + self-parking for 13 staff	\$	1,890

Transportation

In lieu of chartering a bus at a cost of \$1,543, we have determined the most economical way to transport 33 staff to the conference on July 9, both in time and cost, would be to:

- (1) Rent commercially or from County Fleet three 10-12 passenger vans @ approximately \$150 per day plus mileage. Total cost = approximately \$600 for comparative savings of \$943; OR
- (2) Require employees to commute/vanpool to the conference using their personal vehicles at a maximum estimated cost of \$1,386, if all staff commuted individually.

Estimated reimbursable maximum of 50 miles round trip @ \$0.70	= \$	35
Self parking @ \$7	= \$	<u>7</u>
Total per employee	\$	<u>42</u>
33 Employees	= \$	1,386

Staff could take advantage of the high-occupancy lanes by car- or vanpooling. A staff member with driving limitations may be able to carpool with a colleague or arrange other transportation. Staff orientation and debrief can be conducted at no additional cost on the workdays before and after the conference either in person or via video conference. Either of these more economical options would afford staff the full benefit of professional development available at the conference.

Note that most staff scheduled to attend the conference are not eligible for overtime and so the County would not incur costs for additional commute time for those staff. There may be potential overtime costs up to \$710 for the 14 Election Services Specialists if their workday on July 9 is extended by one hour, regardless of the cause.

For clarification, I recommend the approval of Clerk-Recorder request to host the CACEO/ CalPEAC event in San Ramon and staff's attendance at the conference under the condition that, in lieu of bus transportation and lodging, staff commute with their personal vehicles and/or vanpool to the conference daily and apply for mileage and parking reimbursement at the self-parking rate in accordance with the County's Expenditure Reimbursement Policy.

With this understanding, I support the Clerk-Recorder's request for non-County event and conference training expenses.

JE

Attachments

cc: Kristin Connelly, Clerk-Recorder

ATTACHMENT 1

CONTRA COSTA COUNTY Office of the County Administrator

ADMINISTRATIVE BULLETIN

Number: 111.9
Date: October 3, 2022
Section: General

SUBJECT: Travel

This Bulletin sets forth County policy and procedures to ensure that travel is appropriate, cost effective, and supports the business interests of Contra Costa County. All references to external policies, documents, or forms currently in use as of the issuance date of this Bulletin shall be deemed to include successor or replacement policies, documents or forms that may be released from time-to-time while this Bulletin remains in effect.

Departments may adopt departmental travel policies and procedures consistent with this Bulletin as necessary to maintain fiscal control and oversight.

- I. **APPLICABILITY.** This Bulletin is applicable to all travel outside of the County, including overnight trips, by one or more of the following individuals to carry out programmatic functions, to represent Contra Costa County, to provide staff training and conduct other County business:

- Elected County officials
- County employees (permanent, permanent-intermittent, project and temporary)
- Members of boards, commissions or committees appointed by the Board of Supervisors
- Volunteers of County Volunteer Programs (see [Administrative Bulletin No. 421, "County Volunteer Programs"](#))

This Bulletin is applicable to required training, as specified in [Administrative Bulletin No. 112, "Training"](#), where travel is necessary, but the Travel Request Form approval process is not required for virtual events or day-only trips where travel costs alone do not exceed \$200 per person. Such travel costs are subject the Eligible Expense provisions in Section VII(E) and the Ineligible Expense provisions in Section VII(F).

- II. **AUTHORITY.** In accordance with the provisions of [County Ordinance Code Section 24-4.008](#), the County Administrator is responsible for the effective administration and implementation of policies, rules, regulations adopted by the Board of Supervisors including travel that results in expenditures and/or consumes the time of County personnel.

- A. **Delegation of Authority to Department Heads.** The County Administrator, by this Bulletin, delegates authority to department heads to approve certain types of travel as noted in Section III below.
- B. **Exceptions.** The County Administrator's Office may approve exceptions to this Administrative Bulletin. Such exception requests shall be in writing and specify the class of employees eligible for the exception or, if for a specific employee, the name, title, and position number of such employee; the purpose and/or type of travel for which the exception is being granted; the duration of the exception; and any other information deemed necessary by the County Administrator's Office to ensure that the exception request is clearly understood. The County Administrator's Office will consider the request and, if approved, will issue a written approval of the exception request, which must be attached to any [Employee Travel Demand \(M-8154\)](#) seeking reimbursement related to the exception request.
- III. **REQUIRED AUTHORIZATION FOR TRAVEL.** All travel subject to this Bulletin requires department head, or departmental fiscal officer designee, approval on the Travel Request Form. Some travel also requires approval of the County Administrator's Office.
- A. **Department Head Approval.** Department Head only approval is required when any of the following apply:
- Travel Request Form costs for a traveler is equal to or less than \$5,000;
 - Travel is requested for four (4) or less travelers on the same trip;
 - Travel costs for a day-only trip are more than \$200;
 - Travel includes an overnight stay;
 - Travel is for a destination within the contiguous United States.
- B. **County Administrator's Office Approval.** Department Head and County Administrator's Office approval is required when any of the following apply:
- Travel Request Form costs for a traveler is greater than \$5,000 (regardless of funding source);
 - Travel is requested for five (5) or more travelers on the same trip;
 - The travel destination is outside the continental United States (including Hawaii, Alaska and U.S. territories);
 - The traveler is a County department head or elected official and travel costs exceed \$2,500;
 - Travel expenditures are not budgeted in the Department's Services and Supplies budget.
- IV. **REVIEW CRITERIA.** In approving or denying requests for travel, the department head, or departmental fiscal officer designee, and, if applicable, the County Administrator's Office will consider the following review criteria:

- Importance of the trip to the employee's responsibilities and the department's mission;
- Availability and source of funding;
- Whether the travel is required by law, regulation, or as a condition of a funding award;
- Priority of the travel request compared to other policy or financial obligations of the department;
- Availability of back-up personnel to support the day-to-day business of the traveler during the traveler's absence;
- Cost effectiveness of the travel arrangements, including the reasonableness of transportation, lodging, meal, and registration costs; and
- For travel related to training, departments should consider the cost effectiveness of travel compared to virtual training opportunities or providing the training on-site for multiple staff members.

V. TRAVEL REQUEST FORM AND PROCEDURE.

A. Travel Request Form. All requests for travel authorization must be submitted on the Travel Request Form and in advance of travel to allow sufficient time to conduct the review outlined in Section III. Travel Request forms must be filled out completely, accurately, and include at least the following:

1. Sufficient information to evaluate the need/value of the trip. The "Travel Justification" section should explain why the travel is necessary and beneficial to the traveler's work on behalf the County;
2. For conferences, a copy of the conference summary, schedule and/or agenda will be attached;
3. Travel costs should be estimated as accurately as possible and be in conformance with U.S. General Services Administration (GSA) Per -Diem¹ meal and lodging rates for the zip code of the travel destination with a copy of the GSA reimbursement rate schedule attached to the Travel Request Form;
4. Allowable expenditure rates should be consistent with [Administrative Bulletin No. 204, "Expense Reimbursement"](#); and
5. Funding information, including the funding source, whether the travel is mandated by the funding source, Budget unit #, and Organization # sections completed.

¹ Current GSA Per-Diem rates for meal and lodging expenses, by destination zip code, can be accessed at <https://www.gsa.gov/travel/plan-book/per-diem-rates>

B. Procedure for Submitting Travel Request Form

1. **Traveler.** After filling out the Travel Request Form and attaching the supporting documentation outlined in Section V(A), submits the request packet to the department head in conformance with this Bulletin and any department procedures.
2. **Department Head.** Reviews the Travel Request Form and supporting documentation and approves or disapproves it in accordance with the review criteria established in Section IV and any departmental policies and procedures. If required, per Section III(B), submits the approved request packet to the assigned County Administrator's Office representative at least two (2) weeks prior to travel for review and approval.
3. **County Administrator's Office.** When applicable, reviews the Travel Request Form and supporting documentation and approves or disapproves in accordance with the review criteria established in Section IV. Returns request packet to the department.
4. **Traveler.** Upon completion of travel, an employee attaches the original approved Travel Request Form, including all supporting documentation originally approved (such as the GSA meal and lodging rate schedules) to the [Employee Travel Demand \(Form M-8154\)](#) and non-employees attach the approved Travel Request to a completed [Demand \(Form D-15\)](#) (collectively, the "Demands"), with receipts demonstrating actual and necessary costs incurred during the travel period, and submits it to appropriate department staff for review and approval.
5. **Department.** Forwards only the signed Travel Request Form, appropriate Demand form, and receipts to the Auditor-Controller's Office ensuring that the Method of Payment section is completed on the demand form.
6. **Auditor-Controller's Office.** Reviews the reimbursement Demand and receipts against the approved Travel Request and issues reimbursement warrants, as appropriate.

VI. RESERVATIONS, DEPOSITS, ADVANCE PAYMENTS, AND PROCUREMENT CARD PAYMENTS. Travel arrangements may be made using several types of procurement tools to make reservations, deposits or advance payments. Each department shall establish its own protocol for making reservations, deposits and advance payments, using the following options:

- A. **Procurement Cards.** A procurement card may be used to secure reservations, make deposits, and to remit advance payments for transportation, lodging, and registration costs (in the case of conferences or training events) only. A procurement cardholder may use their assigned procurement card to make such payments on behalf of a

traveler who is not a procurement cardholder once a Travel Request has been approved.

Receipts for approved and eligible procurement card expenses incurred related to travel must be collected during the travel period by the traveler, remitted to the appropriate department personnel and retained in compliance with the procedures set forth in the [Procurement Card Manual](#).

- B. **Warrant Requests.** Warrants can be issued for advance payment when there is sufficient time and the usual warrant request procedures are followed.
- C. **Purchase Orders.** Purchase orders can be issued for advance payments when there is sufficient time and the usual purchase order requisition procedures are followed.
- D. **Blanket Purchase Orders.** In some cases, the Purchasing Division may administer blanket purchase orders that can be used by multiple departments while making travel arrangements, such as for rental cars.
- E. **Traveler Payments.** Upon receiving approval of travel, travelers may pay in advance for travel arrangements, such as transportation, lodging, and registration costs; however, such payments are eligible for reimbursement only after completion of travel.
- F. **Travel Agencies.** Departments may utilize the services of a travel agency that has an approved contract, selected through a competitive bidding process, to provide those services to the County.

VII. **REIMBURSEMENT FOR EXPENSES.** Travelers will be reimbursed for expenditures pre-approved on the Travel Request Form, subject to the following:

- A. **Reimbursement Forms.** Employees should use the [Employee Travel Demand Form \(M-8154\)](#) and non-employees should use the [Demand Form \(D-15\)](#) in submitting their request for travel reimbursement.
- B. **Timely Reimbursement Request.** Travel reimbursement requests should be submitted within thirty (30) days of completion of travel, and no later than ninety (90) days upon completion of travel to be eligible for reimbursement.
- C. **Expenses in Excess of Approved Travel Request.** The Auditor-Controller's Office has the authority to issue payment for minor expenses beyond those listed on an approved Travel Request Form in an amount not to exceed the "Amount Approved" field on the Travel Request Form. However, if the Auditor-Controller determines that actual expenses exceeding prior approval require additional review, then an amended Travel Request Form shall be submitted to the Department Head or County Administrator's Office for review, consistent with Section IV.

- D. **Extended Stay Authorization.** In certain cases, an extended night stay may be less expensive for the County due to lower airfare rates the following day. A department may authorize an extended stay by the traveler if it results in less overall expense for the travel while also factoring in lost productivity of the traveler not returning to work sooner. Such authorization is entirely at the discretion of the department. Travelers that choose to extend their stay for non-business reasons will be responsible for any additional extended day costs and must have a pre-approved time-off request authorized by the department head.
- E. **Eligible Expenses.** Business-related costs of travel outlined on an approved Travel Request shall be eligible for reimbursement based on actual expenditures incurred. Reimbursement rates are consistent with those set forth in [Administrative Bulletin No. 204, “Expense Reimbursement”](#), and include:
1. **Reimbursement for Meals.** Actual expenses, including tax and gratuity, for individual meals, will be reimbursed up to the GSA Per-Diem meal rates for the zip code of the travel destination. Receipts for actual meal costs should also be accompanied by supporting GSA Per-Diem meal rate documentation. Meal reimbursement for travel with an overnight stay will not be subject to tax withholding if an itemized receipt for actual expenses is submitted with the [Employee Travel Demand \(M-8154\)](#).
 2. **Reimbursement for Lodging.** Actual expenses, including tax and fees, for lodging will be reimbursed up to the GSA Per-Diem lodging rates for the zip code of the travel destination or, if attending a conference, an approved conference hotel. Receipts for actual lodging costs should also be accompanied by supporting GSA Per-Diem lodging rate documentation.
 3. **Reimbursement for Mileage.** The County reimburses employees for use of private vehicles for business purposes at the Standard Mileage Rate for business purposes published by the Internal Revenue Service (IRS)². The use of private vehicles may be reimbursed at the IRS Standard Mileage Rate for business mileage to conduct work-related business that is not at the employee’s regular work location. Normal commute mileage between home and the employee’s assigned work location is not eligible for reimbursement.
 4. **Reimbursement for Other Eligible Expenses.** The County reimburses employees for the actual cost of the expense with itemized receipts or the employee’s certification of the expenditure if the expense is less than seventy-five dollars (\$75) and related to travel (except for lodging) and transportation. The employee certifies the expenditures by signing the appropriate Demand.

² The Standard Mileage Rate authorized by the IRS can be accessed at <https://www.irs.gov/tax-professionals/standard-mileage-rates>

F. **Ineligible Expenses.** The following are examples of expenses that are not eligible for reimbursement:

1. Alcoholic beverages, non-business-related telephone calls, faxes or internet linkages, entertainment, or conference social gatherings;
2. Liability coverage for automobile rentals since coverage is already provided by the County while the rental car is used for business;
3. Estimated expenses on an approved Travel Request Form that were not actually incurred by the traveler;
4. Separate individual meal expenses when the meal is provided as part of registration costs (such as for a meeting or conference);
5. Certain lodging costs, including, but not limited to, room upgrades, room service meal and delivery costs, “mini-bar” product costs, entertainment costs such as movie rentals, and hotel laundry service;
6. Certain transportation costs, including but not limited to, seating upgrades, entertainment costs, preferred boarding costs (such as early boarding) and selection of less cost-efficient modes of transportation (such as use of a private vehicle in lieu of an airline flight resulting in higher transportation costs); and
7. Other expenditures that were not approved on the original Travel Request Form.

Originating Department: County Administrator

_____/S/_____
Monica Nino
County Administrator

References: [Administrative Bulletin No. 204, “Expense Reimbursement”](#)
[Administrative Bulletin No. 112, “Training”](#)
[Administrative Bulletin No. 421, “County Volunteer Programs”](#)

**CONTRA COSTA COUNTY
TRAVEL REQUEST FORM**

See Admin Bulletin 111, Travel, for policy and procedures (<https://www.insidecontracosta.org/>)

NAME _____ TITLE _____ PHONE _____

Work Location Address _____

Departure Date _____ Return _____ Destination _____
CITY/STATE _____

Travel Justification (for Conferences, attach schedule) _____

Costs (Actual or Reasonable Best Estimate) and Payment Method

Payment

Transportation (all methods)

Method¹

☐ Private Car Miles to/from destination or airport _____ @ _____ ¢/mile²
Business miles at destination _____ @ _____ ¢/mile² \$ _____

☐ County Car ☐ Rental Car ☐ Plane ☐ Toll ☐ Baggage Fees \$ _____

☐ Parking ☐ Shuttle ☐ Taxi/Rideshare ☐ Train/Bus/BART \$ _____

Meals³ Breakfasts _____ Lunches _____ Dinners _____ \$ _____

Lodging³ Number of nights _____ @ \$ _____ /night, incl. tax \$ _____
Rate Basis: ☐ Conference Rate ☐ GSA Rate

Registration, includes _____ meals (list) _____ \$ _____

Other (explain) _____ \$ _____

TOTAL⁴ \$ 0.00

Amount Approved \$ _____

DEPARTMENT NAME

DEPARTMENT HEAD SIGNATURE

DATE

Funding Source _____ **Mandated by Funding?** _____ **Budget Unit #** _____ **Org #** _____

☐ Approved ☐ Disapproved because _____

FOR COUNTY ADMINISTRATOR

DATE

¹Warrant Request (WR); Purchase Order (PO); Voucher (V); Procurement Card (PC); or Traveler Reimbursement (TR)

² Standard Mileage Rate authorized by the IRS can be accessed at <https://www.irs.gov/tax-professionals/standard-mileage-rates>

³ Current GSA Per-Diem rates for meal and lodging expenses, by destination zip code, can be accessed at <https://www.gsa.gov/travel/plan-book/per-diem-rates>

⁴ Excess costs may not be reimbursable without an approved amended travel request.

ATTACHMENT 2

CONTRA COSTA COUNTY Office of the County Administrator

ADMINISTRATIVE BULLETIN

Number: 112.9

Date: 6-30-97

Section: General

SUBJECT: Training

To encourage personal and professional growth which is beneficial to both the County and the employee, the County provides reimbursement for certain expenses incurred by employees for job-related training.

Such job-related training may be either of two types: required training, which primarily benefits the County through the improvement of the employee's specific job knowledge or skills; and career development training/education, which primarily benefits the employee through personal and professional growth and development.

Authority to approve and fund required training and career development training/education is delegated to County department heads.

Employees participating in job-related training programs may qualify for reimbursement under the following eligibility, reimbursement, and operating procedural guidelines:

I. ELIGIBILITY

- A. Eligibility for training/education reimbursement is generally limited to permanent full-time employees although a permanent part-time, permanent intermittent, or limited-term employee might be eligible under special justifying circumstances;
- B. Training is to be obtained at a facility in close proximity and at a cost considered reasonable for the type of training involved;
- C. Required training typically applies to non-credit training courses. Illustrative of such training are institutes, seminars, and workshops sponsored by professional organizations, and by extension divisions of universities for which no college credit is given and which concentrates on specific aspects of job duties;
- D. Career development training/education may include training/education for which the employee earns college credit, or training/education which would promote

personal or professional development. Training undertaken on the employee's own time as part of an educational program leading to an academic degree is typically career development;

- E. Employees may be reimbursed only for career development training courses for which the number of weekly hours of classroom participation (including laboratory training) to be undertaken during the course are roughly equivalent to the number of credit hours or units to be received;
- F. Requests for required training are initiated primarily by the department, while career development requests are primarily initiated by the employee;
- G. Reimbursement for courses which are part of a degree program may be approved after benefit to the County is demonstrated by type and relevance of course, prior education of the employee, goals of the educational program, and costs of the program;
- H. In degree granting programs, consideration for reimbursement will be on a course-by-course basis;
- I. Authority to approve required training and career development training/education is delegated to County department heads.

II. REIMBURSEMENT

- A. Required Training. Requests for reimbursement of costs associated with required training are to be submitted on Form 3.1, Travel Request.
 - 1. Registration fees for required training may be reimbursable for up to 100 percent;
 - 2. Costs of required training in addition to registration, such as mileage and meals, may be allowed if such costs would not otherwise have been incurred.
- B. Career Development Training/Education. Requests for reimbursement of costs associated with career development training/education are to be submitted on Form TR-1, Training Reimbursement Request.
 - 1. Registration and tuition fees for career development education may be reimbursed for up to 50 percent of the employee's net cost. Books necessary for courses taken for career development education may be reimbursed for up to 100 percent of the employee's net cost;
 - 2. Costs for equipment or student activity fees,

except in the case of State schools where such charges are mandatory and no other tuition is charged, are not reimbursable for career development training;

3. Reimbursement for career development training is limited to \$217 per semester or \$162.50 per quarter, not to exceed \$650 per fiscal year. These rates shall be in effect for all reimbursable expenses incurred under this section on or after July 1, 1996.

III. PROCEDURES

- A. Employees should submit a request for reimbursement for approval prior to the beginning of training and according to their department procedure;
- B. Employees should submit a request for reimbursement to the appropriate departmental approving authority for evaluation of the request. The request should be accompanied by substantiating material, such as seminar brochure, conference agenda, course outline, and/or any other information needed for an evaluation of the request;
- C. Upon completion of training, approved forms are to be submitted to the Office of the County Auditor-Controller accompanied by both appropriate documentation of payment of fees and evidence of successful completion of the program.

Orig. Dept.: County Administrator

Phil Batchelor,
County Administrator

ATTACHMENT 3

CONTRA COSTA COUNTY Office of the County Administrator

ADMINISTRATIVE BULLETIN

Number: 204.13
Date: October 3, 2022
Section: Budget & Fiscal

SUBJECT: Expense Reimbursement

This bulletin sets forth policy and procedures concerning authorized expenses and expense reimbursement. Claims for reimbursement are made over an affidavit certifying accuracy and propriety. Therefore, it is extremely important that individuals claiming reimbursement are fully informed of the provisions of this bulletin.

I. POLICY

A. Eligibility. The following individuals are eligible to receive expense reimbursement:

1. Elected County officials;
2. County employees (permanent, permanent intermittent, project and temporary);
3. Eligible volunteers as authorized by Administrative Bulletin No. 421, Subject: Rules and Procedures to Be Followed by County Departments for Authorized Volunteer Programs; and
4. Eligible members of advisory boards and commissions (Commissioners) to the Board of Supervisors as authorized by general Board policy, specific Board action creating the advisory body, and/or guidelines issued by federal, state, or other outside funding agency authoring the advisory body.

B. Expense Reimbursement.

1. Eligible individuals are entitled to claim reimbursement for actual, reasonable, and necessary expenses arising from the discharge of their official duties, subject to limitations established by law and policy.
2. For Board of Supervisors members and Commissioners, discharge of official duties includes attendance at meetings and events such as meetings of a legislative or advisory body; sub committees and task forces of such bodies; conferences; educational activities; state, regional, countywide, and county-regional bodies, public agencies, committees and commissions; ad hoc committee and other meetings involving community representatives and/or the public; meetings with public officials, elected officials and/or their representatives; ceremonial events; meetings with private individuals, business representatives and business organizations in connection with

official duties.

C. Authority.

1. Department heads are responsible for authorizing reimbursement of expenses in accordance with provisions of this bulletin and other County policies.
2. The Board of Supervisors may approve reimbursement of expenses for Elected Officials and Commissioners beyond those provided for in this Administrative Bulletin and Administrative Bulletin 111, Travel, (as updated) provided that such approval is granted prior to incurrence of the expense.

D. Reimbursable Mileage, Meals, and Miscellaneous Other Expenses.

1. Mileage for the Use of Private Automobiles.
As authorized by the department head, use of private automobiles may be reimbursed for mileage between an individual's normal work location and other designated work locations (which may be the site of a meeting). The reimbursement rate is set by the County, adjusted periodically to conform with [IRS approved rates](#)¹.
2. Reimbursement for Meals.
Actual expenses, including tax and gratuity, for individual meals, and snacks, will be reimbursed up to the GSA Per-Diem meal rate² for the zip code where the meal was purchased. Receipts or certification of actual expenses is required.
3. Eligibility for Meal reimbursement.
The purchase of meals may be authorized when the individual is required:
 - a. To attend a meeting concerning County business or County affairs because of the official position of the individual. Other employees may claim reimbursement for attendance at such meetings only if directed to attend by their department head;
 - b. To be away from the regular or normal work area during a meal hour because of a particular work assignment. (The definition of the individual's work area depends upon the nature of the individual's duties and usual work assignments. Normally, the work area for field workers, such as appraisers, probation officers, and social workers, and for administrative and supervisory employees will be the County boundaries. However, the area could include the San Francisco Bay Area or beyond. Conversely, for clerical workers the work area could be limited to the community in which the individual is regularly assigned.);
 - c. To attend consecutive or continuing morning and afternoon or

¹ The Standard Mileage Rate authorized by the IRS can be accessed at <https://www.irs.gov/tax-professionals/standard-mileage-rates>

² Current GSA Per-Diem rates for meal and lodging expenses, by destination zip code, can be accessed at <https://www.gsa.gov/travel/plan-book/per-diem-rates>

afternoon and night sessions of a board or commission;

- d. To act as host for official guests of the County, such as members of examining boards, official visitors, and speakers or honored guests at banquets or other official functions;
 - e. To work three or more hours of overtime on a holiday or regularly assigned day off, or if overtime is required for completion of work assignments;
 - f. To attend departmental training events (training workshops, seminars, and retreats). The department may, at its discretion, either provide meals to the attendees or authorize individuals to purchase their own meals and claim reimbursement in accordance with provisions of this bulletin; or
 - g. The cost of banquets and meals associated with conferences may be reimbursed at rates higher than those authorized in D.2 above, when attendance at the meal is an essential part of the professional, training, or technical content of the event;
 - h. The purchase of meals may be authorized when the individual is required, and when specific approval has been given by a department head, to conduct business with County employees or officials that is inappropriate or impractical to conduct at the work site or during work hours, e.g., counseling, presenting sensitive evaluations, having a business lunch when no other time is practical.
4. Other Travel Expenses eligible for reimbursement include:
- a. Bridge tolls, parking;
 - b. Telephone and facsimile charges required in connection with County business;
 - c. BART or bus fares; and
 - d. Tips, portage, parking, and checking fees in accordance with local custom.
5. Reimbursement for Use of Private Aircraft.
The Airport Director and the Airport Operations Manager may be reimbursed the rental cost for use of privately owned aircraft on County business at a rate approved by the County Administrator.
- E. Reimbursable Expenses While on Authorized Travel.
Authorized travel consists of overnight trips and air travel and subject to advance approval of the department head or County Administrator as specified in Bulletin No. 111 (as updated). In addition to the items listed above, the following are reimbursable:
- 1. Air (or common carrier) fare for trips involving an appreciable distance;
 - 2. Mileage for personal auto used in lieu of travel by commercial airline if

authorized in advance as specified in Bulletin No. 111 (as updated);

3. Rental cars, airport limousine service, etc. as authorized; and
4. Hotel rooms are reimbursed at the GSA Per-Diem lodging rate² by zip code, or the group rate offered for the conference or educational activity being attended (if any) including applicable taxes and fees.

F. Non-Reimbursable Expenses.

Individuals are not eligible to claim reimbursement for the following items:

1. Purchase of alcoholic beverages;
2. Meals eaten at home or eaten at work facilities at 24-hour county institutions;
3. Personal telephone calls;
4. Constructive expenses, which are those which might properly have been incurred but were not, for example:
 - a. If two individuals traveled together to a meeting in one car and each claimed full transportation costs, then one would be making a "constructive" claim;
 - b. If an individual on a trip stayed with friends or relatives, it would be constructive to claim lodging expense.
 - c. If an individual is provided a meal as part of a meeting, conference, event or other activity which would normally result in authorization of a meal, pursuant to Section D.2 above.
5. Expenses which are excessive or unreasonable

II. PROCEDURE FOR CLAIMING EXPENSE REIMBURSEMENT.

Reimbursement for expenses incurred on behalf of the County shall be claimed on an Employee Travel Demand (Form M8154 Rev 9-82). This form is available at <http://auditor.co.contra-costa.ca.us/forms.htm>. Individuals should make a record of reimbursable expenditures as they occur so that fully documented claims may be submitted. The following procedures apply with respect to expense claims:

- A. Individuals are expected to submit expense claims during the month following the month in which the expenses were incurred; except that Board of Supervisors members and Commissioners must submit expense claims no later than the last day of the month during which the expense is incurred for events that span the end and beginning of two months, the expense reimbursement claim should be split into 2 claims, one for each month);
- B. Each claim must clearly indicate the date, nature of expense and amount for which reimbursement is being claimed;
- C. Claims must be for "actual and necessary" expenses and not for

"constructive" expenses, nor for "per diem" reimbursement;

- D. If claim is made for reimbursement of authorized travel, the original Travel Request (Form 3.1) showing prior authorization must be attached;
- E. Documentation, receipts, or proof of payment must be submitted with the claim to substantiate expenditures for public carrier fares, rental cars, lodging (indicating the single rate), banquets or meals associated with conferences when the rates are higher than those authorized above; for registration fees in excess of \$25.00; and for any unusual items or items not specifically related to travel.
- F. Receipts may also be required by departments to substantiate claims for meals, for registration fees less than \$25.00, for parking, etc.;
- G. Staff of the Office of the Auditor-Controller shall review all claims for reimbursement, and shall question amounts which seem excessive, unreasonable, personal in nature, undocumented, or otherwise not authorized by this bulletin or County policy.
- H. Notwithstanding the above, Board of Supervisors members and Commissioners must submit receipts for each item of expense, regardless of the amount.

III. REPORTING BY BOARD OF SUPERVISORS MEMBERS AND COMMISSIONERS

Government Code Section 53232.3(d) requires reports from Board of Supervisors members and Commissioners on attendance at meetings of any legislative body which must be noticed under the Brown Act *and* for which there has been an expense reimbursement.

The definition of a reportable meeting is combined in Government Code section 54952.2 (a) "any congregation of a majority of 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 or the local agency to which it pertains."

For example, the reporting requirement apply to Board of Supervisors members when they attend Board meetings, Board subcommittee meetings, multi-jurisdictional meetings (such as the Association of Bay Area Governments), municipal advisory councils, city council meetings and other noticed meetings at county expense. The reporting requirement does not apply to meetings between a Supervisor and a private party.

The report should be made at the first meeting of each month of the legislative body, or the first meeting thereafter. A sample report format is attached.

Orig. Dept.: County Administrator

/S/
Monica Nino, County Administrator

SAMPLE

Meeting Attendance Report

Government Code Section 53232.3(d) requires that members of legislative bodies report on meetings attended for which there has been expense reimbursement (mileage, meals, lodging, etc).

In compliance, the following reports on meetings attended during the month of _____, 2022 by _____.

Date

Meeting Name

Location

Purpose

ATTACHMENT 4
CONTRA COSTA COUNTY
Office of the County Administrator

ADMINISTRATIVE BULLETIN

Number: 114
Date: 6-1-16
Section: General

SUBJECT: County and Non-County Sponsored Events and Activities

I. PURPOSE:

The purpose of this bulletin is to establish policies and procedures for the use of County resources, including employees, to participate in discretionary events or activities that fall within or outside the direct provision of services by a department but benefit the County.

II. AUTHORITY:

In accordance with the provisions of Contra Costa County Ordinance Code Section 24-4.008, the County Administrator has the authority and the responsibility to establish and enforce policies in County departments and agencies including participation in events and activities.

III. POLICY:

The cost associated with the use of County resources and/or the expenditure of funds, with prior approval, may be paid by the County for events or activities that are associated with the direct provision of services or considered to be outside the direct provision of services by a department. The event or activity must have a demonstrable benefit to the County and may include non-County participants.

All expenditures related to the event/activity must be reasonable, prudent, and funded within the requesting department's budget. Expenditures include employee time, costs associated with the use of County equipment, rentals (tents, furniture etc.) and any other expenses related to the event or activity. Approvals of expenditures for both County and non-County sponsored events and activities solely pertains to the authorization granted for the purpose of this bulletin and do not supersede approvals pursuant to other County policies and procedures, i.e. any expenditures for food or beverages included in the non-County Sponsored Events and Activities Participation Form must also be approved pursuant to Administrative Bulletin 614, Food and Beverage Policy.

Social events or activities such as parties, retirements, Holiday celebrations and picnics are not legitimate departmental expenses and such events should be paid for by the participants.

IV. PROCEDURES

1. COUNTY SPONSORED EVENTS

Events and Activities \$2,500 or Less

Expenditures up to \$2,500 per event or activity or the cumulative amount up to \$2,500 for a series of events or activities in a fiscal year may be authorized by the Department Head at least two weeks prior to the event. A copy of the approved County and Non-County Sponsored Events and Activities Participation Form must be submitted to the County Administrator's Office and the Office of the Auditor-Controller with claims for payment.

Events and Activities Exceeding \$2,500

Expenditures exceeding \$2,500 per event or activity or the cumulative amount exceeding \$2,500 for a series of events or activities in a fiscal year must be authorized by the County Administrator (or Designee) at least two weeks prior to the event. The County and Non-County Sponsored Events and Activities Participation Form must be submitted to the County Administrator's Office at least 30 days prior to the event.

2. NON-COUNTY EVENTS OR ACTIVITIES

Events and Activities \$2,500 or Less

Expenditures up to \$2,500 per event or activity or the cumulative amount up to \$2,500 for a series of events or activities in a fiscal year must be authorized by the County Administrator (or Designee) at least two weeks prior to the event. A copy of the County and Non-County Sponsored Events and Activities Participation Form must be submitted to the County Administrator's Office at least 30 days prior to the event.

Events and Activities Exceeding \$2,500

Expenditures exceeding \$2,500 per event or activity or the cumulative amount exceeding \$2,500 for a series of events or activities in a fiscal year must be authorized by the Board of Supervisors at least two weeks prior to the event. The County and Non-County Sponsored Events and Activities Participation Form must be submitted to the County Administrator's Office at least 30 days prior to the event.

Reporting Requirements

Departments hosting or participating in County and non-County sponsored events at the expense of the County shall provide a copy of the approved County and Non-County Sponsored Events and Activities Participation Form to the County Administrator. The County Administrator may provide an annual report to the Board of Supervisors on the cost and benefits of such events or activities.

A handwritten signature in black ink, appearing to read 'David Twa', is written over a horizontal line.

David Twa
County Administrator

Orig. Dept.: County Administrator

County and Non-County Sponsored Events Participation

☒ County Sponsored Event ☐ Non-County Sponsored Event

Department: _____

EVENT/ACTIVITY: _____

Sponsor/Organizer: _____

Description: _____

Purpose and Benefit to County: _____

Date(s): _____

Duration: _____

Location: _____

County Resources Requested:

of Employees _____ Estimated Cost: \$ _____

County/Rental Equipment Used _____

(Including vehicles)

Estimated Cost: \$ _____

Additional Expenditures: _____ Estimated Cost: \$ _____

(Attach itemized list)

Total Estimated Cost: \$ _____

Funding Source(s)/Reasons: _____

I certify this to be an event/activity that benefits the County and all estimated costs to be paid by County funds, regardless of funding source, are within my departments budget.

(Department Head or Designee)

(Date)

APPROVAL FOR NON-COUNTY EVENTS

LESS THAN \$2,500

County Administrator

☐ Approved
☐ Not Approved

County Administrator Date

ABOVE \$2,500

Board of Supervisors

☐ Approved
☐ Not Approved

Authorized Signature Date