

## Business and Noninstructional Operations

**TRAVEL****Travel Requests and Approval**

All travel outside of Tehama County requires pre-approval by the employee's supervisor. A Travel Requisition shall be prepared in ESCAPE when anticipated expenses will be incurred. Approval will be done electronically by the supervisor, Director of Internal Business Services, and the County Superintendent. Program managers are responsible for determining that the travel is appropriate and within the budget. All out-of-county travel requires creating an absence in AESOP.

Unless circumstances preclude, the requisition should be submitted 15 days in advance of departure. Employees who make their own reservations prior to approval may be responsible for cost or expenses.

Upon return, if the employee incurred reimbursable expenses, they should complete a Claim for Travel Reimbursement. The claim will be approved by the supervisor and routed to the Business Department.

**Necessary Travel Expenses**

Actual and necessary travel expenses to meetings, conference, or workshops with prior approval shall be paid.

1. Registration  
Actual costs for registration and other fees will be paid upon presentation of appropriate receipts and/or registration forms.
2. Lodging  
When overnight lodging has been authorized, the Department will reimburse the actual cost of the room. An itemized receipt is required and must be submitted with the Claim for Travel Reimbursement form if the employee paid for the lodging out of their own pocket or attached to the US Bank Statement. Discounted room rates are to be requested. Employees are encouraged to submit a hotel/motel transient occupancy tax waiver upon check-in. Forms are available on TCDE's website.
3. Meal Reimbursement  
Meals are only allowed on overnight travel. On the first day of travel you are only allowed dinner. Meal reimbursement rates (including tips) have a maximum amount, per meal, as listed below, when accompanied with a verified receipt:

Breakfast	\$12.00
Lunch	\$16.00
Dinner	\$36.00
Total	\$64.00

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Meal reimbursements are subject to the following:

- Meals are only reimbursed for required out-of-county overnight travel. (Example: If you are attending a full-day workshop in or out of county, meals will not be reimbursed). If your meal receipt exceeds the allowable amount you will need to reimburse the department for the overage.
- Reimbursements for alcoholic beverages are not allowed.
- Tips must be reflected on the receipt in order to be reimbursed. Tips paid in cash, without a receipt, are not reimbursable. Tips should not exceed 15% - 20%. If you tip over 20% you will be responsible to pay the overage even if your meal is under the allowed meal allowance. (Example: Your dinner is \$25 and you tip \$7.00. You will owe the department \$2.00).
- Receipts are required for all meal reimbursements.
- If you are buying a meal for another employee and requesting reimbursement, you must include that employee's name on the receipt.
- Meal amounts are not cumulative. (Example: If you do not have a meal at breakfast and/or lunch, the amount for those meals does not roll over to dinner).
- Meal expenses, including tips, exceeding the above maximum amount will be the employee's responsibility.
- No meal reimbursement is allowed when a meal is provided during the conference or meeting in which the employee is attending.

Meal allowance for some projects will meet the requirements of the grant and receipts shall be required.

4. Transportation/Mileage/Private Owned Vehicles

- a. The Department will reimburse the actual cost of commercial transportation (example: plane, train, bus, taxi, shuttle, etc.). Receipts are required.
- b. Employees are required to use TCDE owned vehicles except as noted below:
  1. The Department will reimburse employees for the use of a privately owned vehicle at the current approved IRS rate. Since the Department cannot reimburse employees for miles driven between home and work, actual miles will be paid from the Department, your assigned workstation, or home, whichever is less.

Example 1:

You live in Redding and are going to a seminar in Chico. You will be reimbursed mileage from the Department to Chico.

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## Example 2:

You live in Chico and you are going to a seminar in Sacramento. You will be reimbursed mileage from your home to Sacramento (assuming you do not travel to the Department or your assigned workstation before going to Sacramento).

Privately-owned vehicles may be authorized for an employee's use when such use is determined to be in the best interest of the programs operated by the department. The County Superintendent shall make such determination and authorize use of a private vehicle at the time the travel request is submitted and approved.

Employees who are authorized to use their private vehicles by the County Superintendent when a county-owned vehicle is not available, may submit a claim for mileage reimbursement upon completion of the travel. Mileage will be reimbursed at the current IRS rate. Only those miles traveled in the performance of authorized and official business of the department may be claimed.

Employees wishing to use their own vehicle when on authorized business of the department, and when a county-owned vehicle is available, shall be reimbursed at one-half of the current IRS rate. Prior approval must be obtained from the County Superintendent.

Costs related to travel such as speeding tickets are assumed by the employee. Car trouble, cracked or broken windshield, etc., are assumed by the employee when using their personal vehicle.

Department gasoline credit cards or CAL-Cards shall not be used to purchase gasoline, oil, etc., for privately owned vehicles.

## 5. Monthly Mileage Allowance

The County Superintendent may establish a monthly mileage allowance for designated employees to reimburse such employees for the use of their own vehicles in the performance of assigned duties.

The provision of such an allowance shall be documented in an employment contract or other written agreement. No other documentation is required.

Monthly mileage allowances shall be intended to cover the following expenses associated to attendance at authorized meetings:

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- a. Mileage within 150 miles one-way of the Department. Designated employees may claim mileage over and above the 150 miles one-way. For example: if the trip one-way is 350 miles, the employee may claim mileage for 200 miles.

Expenses in excess of those above will be reimbursed by the Department through the established travel reimbursement procedure.

### **6. Miscellaneous Expenses**

The Department will reimburse the cost of miscellaneous necessary expenses such as work-related telephone calls, photocopies, faxes, parking fees, and bridge tolls. Receipts must be submitted. Reimbursements will not be made for personal services.

### **Travel within the County**

Travel within Tehama County should be approved by the program manager. Information on the whereabouts of staff is maintained at each program office, i.e. documented on each employees' calendar. To claim mileage for travel within the county, the employee shall complete the monthly mileage form and submit it to their supervisor and then to the Business Department.