



COUNTY OF SANTA CRUZ

AUDITOR - CONTROLLER'S OFFICE
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August 3, 1998

Agenda Date: August 11, 1998

Board of Supervisors
 701 Ocean Street
 Santa Cruz, California 95060

Dear Members of the Board:

Subject: Revision of County Procedures Manual-Out-of-State Travel Approval by County
 Administrative Officer

As requested by your Board of Supervisors, attached is the proposed revisions to the County Administrative Procedures Manual on out-of-state travel conveying the approval process from your Board to the County Administrative Officer.

It is recommended that your Board:

- 1) approve the attached change to the procedures manual on approval of out-of state travel, and
- 2) direct the Clerk of the Board to update the County's Procedures Manual per the attached revised section,

Sincerely,

Gary A. Knutson
 Auditor-Controller

cc: County Administrative Officer
 County Counsel
 Each Department Head

100 - TRAVEL RULES AND REGULATIONS AND CLAIMING PROCEDURES

A. TRAVEL RULES AND REGULATIONS

Travel rules and regulations apply to County officials and employees, when travelling on County business. All travel by Commission Members, volunteers, and other non-employees requires advance written approval by the County Administrative Officer.

1. Out of State Travel

WHEN TRANSPORTATION COSTS ARE TO BE PAID BY THE COUNTY Advance approval by the ~~Board of Supervisors~~ County Administrative Officer is required for all out-of-state travel expenditures to attend conferences, seminars, ~~or other functions~~, except as noted below. ~~Board of Supervisors advance~~ County Administrative Officer approval is not required when transportation expenses will not be paid by the County out of the County Treasury or when the travel is necessary to carry out the routine, day to day duties of each department. For example, out-of-state travel to vendor sites to observe new products or train on new products requires prior ~~Board of Supervisors~~ County Administrative Officer approval; whereas, District Attorney staff travel outside of State to carry out an extradition order or to conduct crime investigation would not require ~~Board of Supervisor~~ County Administrative Officer approval. It is the policy of the Board of Supervisors that out-of-state travel will not be approved when the conference, seminar, meeting, convention, or other function is sponsored by a California organization. For example, travel to Nevada to attend a conference of the California Auditors' Association is not allowable. Functions sponsored by National or multi-state organizations may be allowed by the ~~Board~~ County Administrative Officer, subject to its usual criteria for out-of-state travel.

2. Travel Advances

The Auditor-Controller may authorize a travel advance when 100% of the estimated travel costs for meals, lodging, and other expenses (excluding reimbursement for personal mileage) exceeds \$25.00 (Use Form AUD-26A).

3. Meals

Meals are reimbursable under the following conditions:

- a. Breakfast is allowable if out-of County travel begins two hours or more before the start of the regular workday. Lunch is allowable if travel begins by 11:00 A.M AND ends after 2:00 P.M. Dinner is allowable if travel ends two or more hours after the end of the regular workday. When travel occurs on weekends or holidays, or when the travelling employee normally works flexible or otherwise non-standard hours (e.g. The employee normally works a "four-ten").