

TRAVEL PRE-APPROVAL AUTHORIZATION FORM
COUNTY OF SANTA CRUZ
Form AUD-26L

Pre-approvals are required for certain items related to travel expenses. Such items are the following: (1) Exceeding the approved per-diem lodging rates, (2) Lodging the night prior to an attended conference or event, (3) Rental cars, and (4) Overnight stay during an event closer than 50 miles away. County policy requires this form to be submitted for approval to the Auditor-Controller's office *prior* to the event.

Employee Name: _____
Department: _____
Phone number: _____
Email: _____

This form is requesting (please check each request on this form):

- Exceed per-diem lodging rate
- Lodging night prior to a conference or event
- Rental Car
- Lodging during an event less than 50 miles away
- Lodging night after event

See the County's Policy and Procedures Manual title 1-100 Travel here:
<http://sccintranet/departments/personnel/procedures-manual>

(1) Exceed per-diem lodging rate:

The host hotel, or alternative, nightly lodging rate will be in excess of County of Santa Cruz approved per-diem allowed amount. Please provide the following information:

Destination City, State, County: _____, _____, _____
Hotel Name and Address: _____
Dates: _____
IRS approved per-diem rate (not including tax): \$ _____
Requested Hotel rate (not including tax): \$ _____

Events held at a particular hotel that exceeds the approved per-diem daily rate may stay at a hotel with *advance* approval of the Auditor-Controller's office.

Prior to submitting this request, please compare rates with other hotels in the nearby area that are within a reasonable distance for driving or walking.

Please address the following considerations to justify staying at the more expensive hotel: evening events; unavailability of nearby lodging; lack of transportation; and other reasons not listed. The event agenda must be attached for Auditor-Controller consideration of this request.

(2) Lodging night prior to a conference or event

The County allows for lodging the night prior to the start of an event in some instances. If the employee can leave at or after 6 am the morning of the first day of the event and arrive on time, lodging the night prior to the start of the event will not be approved. The request must be submitted and approved by the Auditor-Controller's office *prior* to the conference/event.

Please provide a copy of the event's agenda showing the start time on the first date of the event and explain in detail why lodging for the night prior to the event is being requested.

Examples:

- a. Both Monterey and San Jose are closer than two hours away from 701 Ocean Street in Santa Cruz. Lodging the night prior would not be approved.
- b. An event starts in Sacramento at 8 am, the employee would not be able to leave from 701 Ocean Street in Santa Cruz at or after 6 am the morning the event starts and arrive on time to the event. Lodging for the night before would be approved.
- c. An event starts in Sacramento at 1 pm, the employee would be able to leave at or after 6 am the morning the event starts and arrive on time. Lodging the night prior would not be approved.

Please review the policy for more information at the link above.

(3) Rental Cars

Rental cars must be approved by the Auditor-Controller's office *prior* to the event. Rental cars are only approved when other means of travel are unavailable, unreasonable, not economical, or inconvenient. Employees must submit the estimate of the rental car with the pre-approval request and must include estimates for parking and fuel costs. Rental cars are limited to compact cars only. A standard size car can be approved if there are three or more employees traveling together. Please provide a list of names if there are three or more employees traveling together to support a car larger than a compact car.

Please explain why the rental car is necessary below. Please provide any support and a detailed explanation why a rental car would be necessary instead of a shuttle, taxi, Lyft, Uber, etc.

If a rental car is approved, all insurance *must* be waived except for collision insurance, also known as CDW, LDW, or loss damage waiver. Purchase of any other insurance will *not* be reimbursed to the employee.

Traffic and parking violations will *not* be reimbursed for any reason. Employees are expected to follow all applicable driving laws while renting a car for County business purposes.

(4) Lodging during an event less than 50 miles away

Typically, lodging for events closer than 50 miles away is not allowable. Some events located less than 50 miles away (ie: San Jose, Monterey, etc.) will have evening presentations. If there is a required presentation or other night-time event that is included on your agenda and is educational in nature, it may qualify for overnight stay during the event. Please provide a copy of the agenda and a detailed explanation of the night time event to the Auditor-Controller's office for *pre*-approval of lodging during the event. Please provide a detailed explanation why lodging is requested.

(5) Lodging night after event

The County allows for lodging the last night of an event in some instances. The County assumes end of day for employees is 5:00 pm. If the employee can arrive home or back to the office within two hours after 5:00 pm, overnight lodging the night after an event is not allowed. The request must be submitted and approved by the Auditor-Controller's office *prior* to the conference/event.

Please provide a copy of the event's agenda showing the end time of the last day of the event and explain in detail why lodging for the night of the last day of the event is requested.

Examples:

- a. Both Monterey and San Jose are closer than two hours away from 701 Ocean Street in Santa Cruz. Lodging the night after would not be approved.
- b. An event ends in Sacramento at 5:00 pm and the employee would not be able to arrive back in Santa Cruz before 7:00 pm. Lodging for the last night of the event would be approved.
- c. An event ends in Sacramento at 2:00 pm and the employee would be able to arrive back in Santa Cruz before 7:00 pm. Lodging for the last night of the event would not be approved.

Requesting Employee's Signature: _____ Date: _____

Department Head Signature/Approval: _____ Date: _____

PRE-APPROVED BY AUDITOR-CONTROLLER
(REQUIRED): _____ Date: _____

ADDITIONAL NOTES

- 1) To locate alternate hotels, the AAA Lodging Guide is available for use at the Auditor- Controller Reception Desk.
- 2) The AUD-26L request may be submitted prior to or with an AUD-7 (Blue Claim), or AUD-26A (Travel Advance). If the excess is not approved, the AUD-7 claim may be denied and returned. If not approved for the AUD26A, the advance may be processed at the per diem rates unless the department requests otherwise.
- 3) Attach this form to the AUD-26 or AUD-7 AFTER it has been approved, AND THE RECEIPTS to AUD26 (Travel Expense), unless the blue claim process was used to pay hotel.
- 4) If the AUD7 blue claim is used and payment is mailed directly to the hotel, the Auditor- Controller will request a receipt.
- 5) Hotels that offer government lodging rates can be found at www.fedrooms.com

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