



R20-27

**A RESOLUTION OF THE MONO COUNTY
BOARD OF SUPERVISORS ADOPTING A COMPREHENSIVE
POLICY FOR TRAVEL, PER DIEM (MEAL)
AND FOOD AND BEVERAGE REIMBURSEMENT AND SUPERSEDING
AND REPLACING RESOLUTIONS R95-02, R06-63 AND R08-55**

WHEREAS, the County's policies regarding approval of and reimbursement for travel, meals and food and beverages are currently set forth in Resolutions R95-02 (Establishing a Travel Expense Policy for Mono County Officers and Employees), R06-63 (Adjusting the County's Meal Allowance Per Diem Rates), R08-55 (Adopting a County Policy Regarding Use of Public Funds to Provide Food and Beverages other than as Related to Authorized County Travel) and the Mono County Personnel System (Rules 620-660); and

WHEREAS, the County wishes to update and consolidate those policies through adoption of the "Policy for Travel, Per Diem (Meals) and Food and Beverages" which is attached hereto as an exhibit and incorporated by this reference;

NOW, THEREFORE, THE BOARD OF SUPERVISORS OF THE COUNTY OF MONO RESOLVES that:

SECTION ONE: The Mono County Travel, Per Diem (Meal) and Food and Beverage Policy (the "Policy") is hereby adopted.

SECTION TWO: This Resolution shall supersede and replace, in their entirety, Resolutions R95-02, R06-63 and R08-55 which shall be of no further force or effect.

PASSED, APPROVED and ADOPTED this 10th day of March, 2020, by the following vote, to wit:

AYES: Supervisors Corless, Gardner, Kreitz, Peters, and Stump.

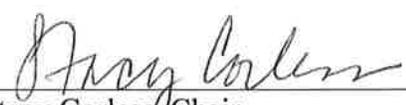
NOES: None.

ABSENT: None.

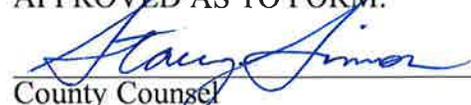
ABSTAIN: None.

ATTEST:


Clerk of the Board


Stacy Corless, Chair
Mono County Board of Supervisors

APPROVED AS TO FORM:


County Counsel



Mono County Travel, Per Diem (Meal) and Food and Beverage Policy

Adopted March 10, 2020 (R20-27)

I. Travel Policy *(pursuant to Sections 620 – 660 of the Mono County Personnel Rules)*

- A. TYPES OF TRAVEL AUTHORIZED. Travel for any of the following County purposes may be approved:
- i. Conferences or conventions where attendance by elected officials or employees is required by law or approved as necessary or desirable.
 - ii. Professional or County association meetings.
 - iii. Meetings or conferences required or which are deemed beneficial in the implementation or administration of new or ongoing programs.
 - iv. Training or in-service sessions.
 - v. Educational meetings where direct benefit to the County, or department is shown.
 - vi. Where normal work duties require out-of-county travel.
- B. APPROVAL AUTHORITY.
- i. Employee travel within California or Nevada must be approved by the department head or designee.
 - ii. Employee or department head travel outside of California or Nevada must be approved by the CAO.
 - iii. Travel outside of California or Nevada by elected officials must be approved by the Board of Supervisors
- C. PROCEDURES FOR TRAVEL AND REIMBURSEMENT REQUESTS.
- i. Travel and reimbursement requests shall comply with Personnel Rules 650 and 660 and be accompanied by an agenda or other information indicating the purpose and value of the travel.
 - ii. Travel requests should be made at least five (5) working days before travel is to occur, except in an emergency; when not practical due to departmental business; or where the travel involves an authorized employee pursuing and/or returning a fugitive(s) from justice.
 - iii. Reimbursement requests shall be submitted to the Finance Department following completion of approved travel and shall include:
 - (a) an explanation of the purpose of the trip, including an agenda or other announcement if available;
 - (b) the dates of travel;
 - (c) an itemization of all expenses;

- (d) receipts (unless for meals under II.B.i, where no receipt is required).
- (e) If a supporting document(s) or receipt is not available, a statement to that effect shall be made by the claimant and submitted with the reimbursement request.

D. MODE OF TRAVEL. Travel should be made by the most economical means available and in accordance with the following:

- i. **Automobile use.** County vehicles should be used when possible, but the use of personal vehicles may be approved where the use of a County vehicle is not possible or where it is impractical. Personal vehicle mileage is reimbursed at the IRS rate.
- ii. **Air travel.** Commercial air travel may be approved if it is the most economical option, or travel by car is impractical due to time constraints. Use of private, rental or chartered aircraft may be approved where commercial air travel is authorized, but reimbursement for actual and necessary cost shall not exceed the commercial air travel rate from Mono County to the point of destination for the number of passengers.

E. LODGING AND EXPENSES. Lodging costs and miscellaneous expenses shall be reimbursed as provided in Personnel Rules section 640.

F. TRAVEL ADVANCES. Travel advances shall be in accordance with Personnel Rules section 650, which provides as follows:

- i. Department Heads are expected to provide employees with County credit cards in lieu of travel advances, and travel advances should be granted only when there is insufficient time to obtain a credit card.
- ii. Employees requesting a travel advance must submit the travel request form at least ten days prior to the anticipated travel.
- iii. Travel advance requests may include advance payment for registration, lodging, meals and/or transportation and shall not be granted in an amount less than fifty dollars.
- iv. Employees receiving a travel advance must file a reconciliation claim with the Director of Finance for their travel within thirty (30) days of their return from the trip.

II. Per Diem (Meal) Policy

A. QUALIFYING MEALS. The following meals shall be reimbursed at the rates set forth in paragraph B. below:

- i. Meals eaten while engaged in approved out-of-county travel requiring an overnight stay. On the day of travel, if the employee leaves prior to 7:30 a.m. breakfast for that day shall be reimbursed and dinner shall be reimbursed if the employee returns after 5:30 p.m.
- ii. Meals eaten while engaged in travel not requiring an overnight stay, where the meal, or function at which the meal occurs, is for the benefit of the County and approved by the department head. Breakfast shall be reimbursed if the employee commences travel prior to 7:30 a.m., lunch shall be reimbursed if the employee returns after 1:00 p.m., dinner shall be reimbursed if the employee returns after 5:30 p.m.
- iii. A banquet or similar meal included with, or as part of, an approved conference or event.

B. REIMBURSEMENT RATES.

- i. **Meals purchased directly by the employee or official.** Qualifying meals shall be reimbursed at the United States General Services Administration (GSA) rate for Sacramento, receipts need not be provided. Current rates at the time of adoption of this policy, and effective October 1, 2019 to September 30, 2020, are:

Breakfast \$16
Lunch \$17
Dinner \$28
(Total per day \$61)

Rates shall be adjusted annually in accordance with any changes to the GSA rate for Sacramento without amendment to this Policy.

- ii. **Meals included in a conference or event registration fee.** For a meal or banquet included in an approved conference or event – reimbursement shall be for the actual cost of the registration and receipts shall be provided. There shall be no additional reimbursement unless the employee or official has a dietary restriction that is not accommodated as part of the conference or event, or the provided meal is a continental breakfast and a full breakfast is purchased. In such cases, the employee or official shall be reimbursed at the above rate for the purchased meal.
- iii. **Meal expenses reimbursed by grant.** Notwithstanding the foregoing, if meal reimbursement is made using grant funds and the rate of reimbursement provided by the grant is higher than the County rate, then reimbursement may be approved by the Finance Director at actual cost, not to exceed the rate authorized by the grant.

III. Food and Beverage Policy (non-travel-related)

A. PURPOSE AND INTENT.

- i. The occasional provision of food and beverages at certain County meetings, trainings, interview panels and similar functions enhances participation and promotes employee morale;
- ii. From time to time, scheduled County functions overlap or run into a traditional meal period. In such circumstances, it is often more efficient and convenient to continue the meeting through the meal period by providing reasonable food and beverages to participants than it is to adjourn or reschedule the meeting;
- iii. The provision of food and beverages to members of the public and employees of other agencies in connection with their voluntary attendance at and participation in County functions, including but not limited to interview panels or advisory committees, promotes the County's ability to attract such attendance and participation; and
- iv. The policies and procedures set forth below promote the above purpose and intent.

B. QUALIFYING FUNCTIONS.

- i. **County staff meetings.** Beverages such as coffee, water and soft drinks and snacks such as cookies or fruit are allowed for scheduled County-wide or department staff meetings or other meetings approved by the CAO. Snacks will be reimbursed for up to one staff meeting per month for each department.
- ii. **Meetings running over a meal hour.** When there is insufficient time to adjourn for a meal, purchase of meals appropriate to the time of day is allowable for scheduled meetings of County staff, mandated boards or other meetings, interview panels or training sessions approved by the CAO.
- iii. **Functions with public participation.** Snacks or meals appropriate to the time of day may be provided at scheduled meetings, trainings, panels and educational and promotional presentations when they are hosted by Mono County employees, related to County programs or mandates and include participants who are not County employees.
- iv. **Approved overtime exceeding 4 hours.** Meals eaten by an employee who is required to work at least four (4) hours of overtime past their normal shift

(i.e., extended shift). One meal shall be reimbursed per extended shift to correspond with the time of day the meal was eaten.

- v. **In-County meals.** A breakfast, lunch or dinner meeting held within the County and for the benefit of the County.
- vi. **County-hosted events.** A meal associated with a conference, convention or meeting that benefits the County which is hosted by the department head or other County officer. Reimbursement of actual costs shall be made to the host, and to any duly-authorized delegate or representative attending the event, upon presentation of a claim for reimbursement.

C. REIMBURSEMENT RATES.

- i. **Snacks and beverages.** Beverages and snacks shall be reimbursed at an amount up to 60% of the U.S. GSA rate for incidental expenses for Sacramento (currently \$3.00) per person. Rates shall be adjusted annually in accordance with any changes to the GSA rate for incidental expenses for Sacramento, without amendment to this policy.
- ii. **Meals.** Qualifying meals shall be reimbursed at the per diem rates set forth in the *Per Diem (Meal)* section of this Policy (II.B.i.) unless otherwise provided in paragraph III.B. above.
- iii. **Exceptions.** The limits set forth in subdivisions i and ii may be waived by the Finance Director in the following circumstances:
 - (a) Where the snacks and beverages or meal is provided in conjunction with an event that is open to the public and the department is unable to determine actual attendance in advance of the event.
 - (b) Where the snacks and beverages or meal is provided using grant funds and the grant allows for a higher rate. In such cases, reimbursement shall be actual cost, up to the amount allowed by the grant.

D. PROCEDURES AND REQUIREMENTS.

- vii. **Claims for reimbursement.** Claims shall be submitted to the Finance Department with appropriate documentation including itemized receipts, a copy of the agenda or other documentation, and an estimate of the number of people attending.
- viii. **Unused food and beverages.** If possible, unused food and beverages should be saved for use at a future qualifying function. Otherwise, it should be distributed in employee access areas or given to an appropriate operating division such as

the jail. Snacks and beverages may not be distributed to participants for personal use.

- ix. **Advanced authorization.** If an employee is unsure if the use of public funds is appropriate to provide food and beverages at a function, he or she should seek advanced approval from the CAO.