

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

647



**FROM:** Executive Office

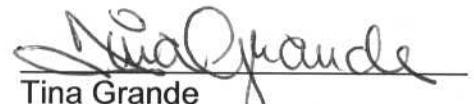
**SUBMITTAL DATE:**  
April 24, 2006

**SUBJECT:** Assembly Bill 1234 ("AB 1234") Provisions Relating to Reimbursement for Travel and Other Necessary Expenses

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve all substantive and stylistic changes to Board Policy D-1;

**BACKGROUND:** AB 1234, effective January 1, 2006, amends the Government Code to include sections 53232 et seq., requiring local agencies to adopt written expense reimbursement policies that specify the kinds of activities that will be reimbursable. The trigger for this requirement is whether the local agency reimburses members of a legislative body for expenses incurred in the performance of official duties; if the local agency does, then the governing body must adopt a reimbursement policy as contemplated by AB 1234.

  
Tina Grande  
Management Analyst

Departmental Concurrence

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$	<b>In Current Year Budget: Budget Adjustment: For Fiscal Year:</b>
	Current F.Y. Net County Cost:	\$	
	Annual Net County Cost:	\$	

<b>SOURCE OF FUNDS:</b> N/A	<b>Positions To Be Deleted Per A-30</b>	<input type="checkbox"/>
	<b>Requires 4/5 Vote</b>	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:** Approve

**County Executive Office Signature**



- Consent
- Policy
- Consent
- Policy

Dep't Recomm.:  
Per Exec. Ofc.:

SUBMITTED TO THE BOARD OF SUPERVISORS  
RECEIVED RIVERSIDE COUNTY

**Prev. Agn. Ref.:**

**District:**

**Agenda Number:**

3.7b

Assembly Bill 1234 ("AB 1234") Provisions Relating to Reimbursement for Travel  
and Other Necessary Expenses

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Board Policy D-1 substantially complies with AB 1234; however, it is recommend that language be incorporated to cover reimbursement for other general expenses, which would require renaming Board Policy D-1, Travel Regulations-General, adding a notation on the public records act, requiring receipts for any amount claimed, adding a provision about penalties, and specifying reporting requirements for members of the county legislative bodies. Technically, AB 1234 only applies to legislative bodies; however, additional restrictions are minimal, and it would be confusing to administer two different policies.

Attached is the proposed modified version of Board Policy D-1. It has been modified as to style and content. Stylistic changes include basic grammar, formatting, and correction of typographical errors. Changes in content were precipitated by the adoption of AB 1234.

**COUNTY OF RIVERSIDE, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

Subject:

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TRAVEL REGULATIONS - GENERAL REIMBURSEMENT FOR GENERAL TRAVEL AND OTHER ACTUAL AND NECESSARY EXPENSES

D-1

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**1. Scope**

It is the purpose of this policy to establish procedures &and standards for reimbursement of necessary ~~out-of-pocket and~~ actual expenses incurred by Ccounty officers, and employees, and other authorized persons, for whom allowance of ~~travel~~ expenses is authorized by or pursuant to law, resolution, or ordinance because of ~~travel on~~ performance of official Ccounty business. For the purposes of this policy, elected officials shall be considered department heads. Each department head is charged with the responsibility of authorizing, including determining the necessity for and method of travel, trips, and other necessary expenses which do not specifically require authorization by the Board of Supervisors or the County Executive Officer, with due regard for minimizing the costs of travel.

A department head may be held personally liable for any ~~travel~~ costs incurred by members of his/her department if the department head has authorized the travel, but such travel is not permitted by these regulations or the manager is negligent in exercising prudent control. The Auditor-Controller shall refer to the County Executive Officer any ~~travel~~ reimbursement claim that is considered to be not in conformance with this policy. The County Executive Officer shall have the authority to approve the payment of the claim if there is lack of certainty regarding the application of the policy to the questioned claim, or if the action of the department head was not unreasonable in light of all the circumstances. If the County Executive Officer denies approval, the department head may place the matter on the agenda of the Board of Supervisors for final disposition.

Members of the Board of Supervisors shall be allowed their actual expenses in going to, attendance upon, and returning from state association meetings and their actual and necessary traveling expenses when traveling outside of the county on official business. Reimbursement for such expenses is subject to the provisions of this policy and Government Code sections 53232.2 and 53232.3.

Members of county legislative bodies may receive reimbursement for expenses relating to travel, meals, lodging, and other actual and necessary expenses incurred in the performance of official duties for the legislative body. Reimbursement for such expenses is subject to the provision of this policy and Government code sections 53232.2 and 53232.3. Types of occurrences that qualify a legislative body member to receive reimbursement of expenses relating to travel, meals, lodging and other actual and necessary expenses include the following:

1. Communicating with representatives of regional, state and national government on county adopted policy positions;
2. Attending educational seminars designed to improve officials' skill and information levels;
3. Participating in regional, state, and national organizations whose activities affect the county's interests;
4. Attending county events;







**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

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The use of motorcycles, mopeds, and similar types of vehicles for the conduct of County business is expressly prohibited, with the exception of the Sheriff's Department sworn personnel.

When a department head authorizes use of a private vehicle for the convenience of the driver, instead of more economical travel by air, reimbursement shall not exceed the cost of usual airfare plus related subsistence and surface common carrier expenses. Employees are required to notify Human Resources, Risk Management Division's representative, and the employee's supervisor as soon as possible (within 24 hours) of any incident or accident. Complete County of Riverside, "County Vehicle Accident/Incident Report," Form 942-6 (Safety Division form).

**7. Private Aircraft**

The use of private aircraft for the conduct of County business is expressly prohibited unless prior authorization is given by the Board of Supervisors.

**8. Miscellaneous Expenses**

Miscellaneous expenses, including charges for business telephone calls, fax service, e-mail services, telegrams, the cost of usual or necessary services and supplies, including emergency repairs, parts or towing for County vehicles, conference registration fees, vehicle parking, bridge tolls, and any other justifiable business expenses shall be allowed.

A satisfactory explanation of the circumstances may be required for expenditures that are large or unusual. An employee reimbursement for actual miscellaneous expenses, except for telephone, fax, e-mail services, and telegrams, shall be accompanied by an original a receipt or other original voucher. ~~for any item in excess of \$10.~~ Personal telephone calls shall not be reimbursed.

**9. Special Provisions for County Employees on Indefinite Assignments**

When approved by the Department Head and County Executive Officer, employees assigned indefinitely (for periods of 90 days or more) out of town are provided the following compensation options:

**A.** Standard reimbursements as provided herein (or limited by program provisions); or

**B.** Commuter model compensation:

Meals:	\$50.00 per day or portion thereof in travel status
Lodging:	\$1,500 per month (prorated at \$50.00 per day)
Transportation Allowance:	\$600 per month (Parking, Car Rental, etc):

Under the commuter model, no receipts or records are required by the County. However, the employee must substantiate deductible expenses on his/her personal tax return.



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**BOARD OF SUPERVISORS POLICY**

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promptly, normally no later than the end of the month following that in which the travel was performed and/or other necessary expenses occurred. Commuter model compensation and relocation model compensation will be processed as additional pay, and no other form will be required. Receipts are required for reimbursement of any amount. All claim forms and associated documents related to reimbursable county expenditures are considered public records, which are subject to disclosure under the California Public Records Act {Chapter 3.5 (Commencing with Section 6250) of Division 7 Title 1}.

12. Reports

Per California Government Code Section 53232.3 subparagraph (d), legislative body members are required to provide brief reports on meetings attended at the expense of the county at the next regularly scheduled meeting of the legislative body.

13. Penalties

Penalties for the misuse of public resources or falsifying expense reports in violation of expense reporting policies may include, but not be limited to, the penalties specified in government Code section 53232.4.

**Reference:**

Minute Order dated 01/21/1975  
Minute Order 3.3 of 04/29/1997  
Minute Order 3.3 of 10/16/2001  
Minute Order 3.8 of 04/08/2003