
Employee Travel Actions/Submission of Expense Claims

203.1 PURPOSE AND SCOPE

To set forth the policy with respect to travel actions and submission of expense claims. This policy applies to all employees.

203.2 AUTHORITY AND REFERENCES

- Code of Administration;
- Board of Supervisors Policy D-1;
- Regulations Standard Practices Manual;
- Office of Auditor-Controller.

203.3 POLICY

Employees will be reimbursed for all approved out-of-pocket expenses incurred in the performance of assigned official duties.

203.4 PROCEDURE

The approving authority is charged with the responsibility of determining the necessity for and the method of travel with due regard for minimizing the cost of travel, for maximizing use of county vehicles and for verifying the legitimacy of all claims for reimbursement.

- (a) Reimbursement for travel expenses requires prior travel authorization as follows:
1. By Department Head: All travel wherein the estimated total cost (including transportation, lodging and meals) is less than \$750 per person.
 2. By Immediate Supervisor: Daily work assignments of personnel under their supervision to alternate work locations (other than their normal duty locations), i.e., (a) If the employee drives from home to an alternate work site, the employee may claim reimbursement for any distance that is greater than their regular home to the primary work site mileage; (b) If the employee travels home from an alternate work site, he/she may claim reimbursement for any distance that is greater than his/her regular driving distance between their primary work site and their home. NOTE: The employee must have authorization to use their private vehicle for County business. (See C below.)
- (b) County Vehicles:
1. Approval to Use: To use a County vehicle, the employee must complete a General Form #30 (Attachment #1). See Paragraph C for procedure. For those employees whose position requires possession of a valid California driver's license, time to apply for renewal at the nearest DMV office may be taken during duty hours.

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2. County vehicles will be used only for the purpose of County business and will not be used for the personal business, convenience or pleasure of any person.
Programs will be charged a daily rental fee for carpool vehicles based upon half-day of full-day use, or monthly use on assigned vehicles.
 3. Precautions: No employee will keep a County vehicle at his/her residence without the authorization of the Director of Fleet Services (for permanent retention) or the department head (for one night only). When such authorization has been given, the vehicle should be parked off the street at night to minimize the possibility of damage to the vehicle and will not be used as a source of transportation to or from work for any other person(s) or for any other non-county business purposes. Annual approval may also be required for vehicles housed at locations other than County garages.
 4. Emergency Repairs: Permission is hereby given for emergency repairs not to exceed \$100. File for reimbursement with the Automotive Fleet Superintendent. Reimbursement for repairs in excess of \$100 must have prior approval of the Director of Fleet Services. In case of major damage, the vehicle is to be placed in safekeeping, and the Automotive Fleet Superintendent notified as soon as possible.
 5. Credit Card: Each County vehicle assigned to Probation is issued a gasoline credit card. This must be kept in the vehicle at all times. It is for emergency use when gas is needed and the car is not close to a County garage. Do not use for other purposes or have employees pay for gas from their own funds.
- (c) Private Vehicles:
1. Approval to Use: Mileage reimbursement is authorized for employees who must use their private vehicle for County business purposes when County vehicles are either not available or not economical to use. It can be claimed for travel to and from meetings, seminars, airports, or alternate work locations. In order to use a private vehicle on County business and receive reimbursement, General Form #30 (Attachment #1), must be completed by the employee and forwarded to the Probation Personnel Office. It will be the responsibility of the individual supervisor to be sure that authorization has been properly given prior to any employee driving on official County business or approving any mileage claimed on the "Expense Reimbursement Claim", General Form 14 (Attachment #2).
Mileage is not approved when working additional days (overtime or emergency) at the regular work site.
 2. Reimbursement for Private Vehicle Mileage: The private vehicle mileage rate is that set by Board of Supervisors Policy Number D-1.
 3. Employees must insure the vehicle to meet minimum limits required for the State of California. In addition, employees must have their policies of insurance endorsed to reflect business use. Such insurance must be maintained at all times while employed in a position where it is required or may be required to use a personal vehicle while in the course and scope of employment. In the event of an incident or accident, the County does not assume responsibility for any physical damage to an employee's personal vehicle.

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4. Employees must provide a copy of a valid driver's license which is appropriate for the class of vehicle to be operated. If any restrictions apply, the employee must notify his/her supervisor of the restrictions and/or any and all changes in the license (i.e. suspended, etc.).
 5. 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.
 6. When the 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 air fare related surface common carrier.
 7. Employees are required to notify County of Riverside, Risk Management Division's Representative, Professional Risk Management, at (909) 683-8840 (24 hour coverage) and the employee's supervisor as soon as possible (within 24 hours) of any event, incident or accident that may give rise to a claim/lawsuit. Complete County of Riverside "County Vehicle Accident/Incident Report" Form 942-6 (Safety Division form).
- (d) 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.
- (e) Public Transportation:
1. General: Actual cost of common carrier services, including taxicabs and car rentals, when necessary, shall be allowed. Claim for payment or reimbursement shall be accompanied by a receipt or other voucher for common carrier in excess of \$10.00.
 2. Airline Travel: It is the County's policy that any employee making an authorized trip involving airfare shall make arrangements through the contract vendor. Contact the Business Office to determine who the current carrier is. The agency can handle all reservations for airline flights, hotel/motel accommodations and ground transportation, including car rentals. Coach class air fare should be used if available. Authorized reservations can be processed on short notice. Tickets may be delivered to your office, including the desert area, upon request. An invoice will accompany a "regular ticket" and it should be forwarded immediately to the Business Office for prompt payment. Travelers are reminded to book early to take advantage of special rates and discounts. Any rebates, refunds, etc., are the property of the County and should be turned in to the Business Office. If you need to change your itinerary for your return trip, you are encouraged to do it locally with the airline, using the same ticket. Any unused tickets must be returned to the travel agency as soon as possible. When possible, employees should travel on the first day of the conference, meetings, etc., and return on the last day to minimize lodging and meal expense. (An employee is not expected to exceed a 12 hour day.)
 3. Rental cars: Employees must purchase the Loss Damage Waiver, but will not be reimbursed for other optional insurances. Employees are required to notify the

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County Risk Management Division (951) 955-3540 as soon as possible (within 24 hours) of any event, in incident or accident that may give rise to a claim/lawsuit, and complete "County Vehicle Accident/Incident Report (Safety Division form #942-6).

- (f) **Meals:** Actual and reasonable cost shall be allowed for meals related to attendance at conventions, conferences, or seminars; meals related to a work assignment which require an overnight stay away from home; or meals related to travel which must begin prior to 7 a.m. (breakfast) or terminate after 7 p.m. (dinner). Tax and tips (up to 15%) may be included for reimbursement, but the total for meal, tax and tip cannot exceed the following limits:

	Standard meal	High cost cities
Breakfast:	\$10.00	\$15.00
Lunch:	\$15.00	\$20.00
Dinner:	\$25.00	\$30.00

1. Where cost of a meal is included as part of a registration fee paid for by the Department, no employee reimbursement may be claimed for the meal.
 2. For same day travel, expenses for meals are limited to activities outside normal work duties. Reimbursement for a meal is provided when it is not reasonable for a person to provide their own meal (e.g. when attending a non-County sponsored conference, non-County sponsored training course, or other special situations which may be considered on a case-by-case basis). Travel to a temporary work site or to attend meetings does not qualify for meal reimbursement.
 3. No reimbursement shall be made for alcoholic beverages of any kind.
- (g) **Lodging:** Actual cost shall be allowed, provided such cost is reasonable under the circumstances and is consistent with usual charges established for the general public. Acceptable lodging rate for a single room is \$159 (including all taxes) per night. Higher amounts may be payable in some areas/locations. Staff should request a government rate and are encouraged to share a room with other employees whenever possible/appropriate. Multiple occupancy rates may be claimed when County employees share a room. (The receipt for voucher furnished with the claim shall show the number of County employees sharing room; the number of days and dates; the daily rate and related charges; tax and the total amount.)
- (h) **Education Expenses:** Claims for cost of tuition/registration fees, books and related material expenses must be accompanied by evidence of cost and approval reflecting proper authorizations and also meet the provisions of Board of Supervisors Policy C-7.
- (i) **Miscellaneous Expenses:** Miscellaneous expenses are allowed as follows:
1. Charges for official County business telephone calls, fax service, e-mail, telegrams, or the cost of emergency repairs, parts or towing of County vehicles;
 2. Conference tuition or registration fees (if approved in advance of trip);
 3. Vehicle parking fees (at Ontario Airport, employees should park in the auxiliary parking lot which provides free shuttle service to the terminal);

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4. Rental car (if approved in advance of trip). However, use of a rental car should be avoided and advantage should be taken of airport limousine or taxi service when they are more cost effective;
 5. Bridge and/or highway toll fees;
 6. Taxicab, limousine or other surface travel charges;
 7. Any other justifiable official County business expense subject to satisfactory explanation of the circumstances.
 8. Claims for reimbursement of miscellaneous expenses, except for official County business telephone calls, fax service, e-mail, and telegrams, shall be accompanied by a receipt or other voucher if the amount exceeds \$10.00. The Board of Supervisors may allow reimbursement for any necessary expense not within the limits of this policy, upon written detailed justification submitted with the claim.
- (j) **Reimbursement Procedure:** Claims for reimbursement of all approved "out-of-pocket" travel expense must be submitted to the Business Office on County of Riverside Expense Reimbursement Claim, General Form 14, with necessary receipts stapled to the claims. Any questions should be referred to that office. All expense claims must first be reviewed by the appropriate director who indicates approval by affixing a signature in the upper-right corner of each page. Travel expense claims are normally submitted not more than once each calendar month, by the 10th of the month, for the previous calendar month's period. Claims for mileage must be on separate forms from all other expenses. Also, STC expenditures must be on separate forms. **Exception:** Expense claims submission may be held over for a second month if the total initial claim is less than \$20.00. Checks will be mailed from the Auditor-Controller's Office directly to the employee's home. Mileage will be paid on the payroll warrant for the first payroll reporting period after the claim is processed by the Business Office.
1. **Special Instructions for Completing General Form 14 (Attachment #2):**
 - (a) Print name on Section 1 and use your complete address and employee number (CEID).
 - (b) Section 6 - Be brief, but accurate. Include both destination and purpose of trip. Also include the basic authority for travel where applicable. If travel has been approved through the budget process, reference the appropriate identification number.
 - (c) Use one day per line - more lines if necessary, but no more than one day on any one line.
 - (d) Use only common abbreviations; the Business Office is not familiar with all departmental shorthand and acronyms.
 - (e) Section 7 - Write total miles traveled each day.
 - (f) Sections 8, 9 and 10 - Amounts claimed cannot be "lumped" but must be individually listed by each day's lodging and each meal claimed.

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- (k) Mileage Chart Guide: For purposes of claiming private vehicle mileage, Attachment #3 is a guide to the number of miles between or from locations in the County of Riverside and should be used in computing the actual reimbursement.

Revised: 01/02/2002

Date: 08/15/1987

Attachments:

1. [General Form 30.pdf](#)
2. [Expense Reimbursement Form.pdf](#)
3. [Mileage Chart Guide.pdf](#)

Attachments

Mileage Chart Guide.pdf

General Form 30.pdf

**AUTHORIZATION TO DRIVE RIVERSIDE COUNTY
VEHICLE OR PRIVATE VEHICLE
FOR COUNTY BUSINESS**

NAME (LAST)	(FIRST)	(MIDDLE)	HOME ADDRESS (STREET)	(CITY)	(ZIP CODE)
CA. DRIVERS LICENSE NO.	CLASS	EXPIRATION DATE	COUNTY EMPLOYEE NO.	DATE OF BIRTH	SOCIAL SECURITY NO.
DEPT. & DIVISION/TELEPHONE #	JOB TITLE	RESTRICTIONS TO LICENSE (IF NONE, WRITE NONE)			

Have you been issued any tickets for moving violations within the past three (3) years. Yes No
If yes, please explain _____

Have you had any vehicular accidents, regardless of fault, over the past three (3) years. Yes No
If yes, please explain _____

I hereby declare that I will:

- a. Report immediately to my supervisor or department head all on-the-job vehicle incidents or accidents on forms available from the County Safety Office whenever I am the driver of a vehicle while conducting County business.
- b. Inform my supervisor or department head immediately if my drivers license is expired, suspended or revoked.
- c. Maintain minimum vehicle liability insurance as required by the State of California for any private vehicle used while employed by the County of Riverside and when in the course and scope of County business.
- d. Maintain and operate my vehicle in a safe operating condition as defined by the California Vehicle Code.
- e. Operate a County owned vehicle in a manner that is safe and in accordance with the California vehicle code and appropriate prescribing County directives/policies.

I understand that failure to do any of the above may result in disciplinary action.
I acknowledge my personal insurance is primary when using my private vehicle on County business.
I hereby acknowledge the County may from time to time request and/or review my Department of Motor Vehicle driving record and I hereby authorize release of said information.

Signature of Employee _____ Date _____

I hereby authorize the above named individual to drive a County or private vehicle in accordance with the California drivers license class for which the individual is licensed. Authorization is automatically cancelled if this individuals' License becomes expired, suspended, or revoked.

Signature _____ Department Head _____ Date _____

I hereby cancel this authorization effective _____

Signature _____ Department Head _____ Date _____

Distribution: Original - Safety Office; Green - Department; Canary - Employee; Pink - Fleet Services; Gold/erod - Personnel

Expense Reimbursement Form.pdf

COUNTY RIVERSIDE
EXPENSE REIMBURSEMENT CLAIM

SEE INSTRUCTIONS WITH YOUR REVERSE SLIP
Please print clearly or type

Employee's Signature
Indicating Approval

1. Payable to _____ 2. CERO _____
3. DATE _____
4. _____
Address _____
CITY _____ STATE _____ ZIP CODE _____

5. Date	6. Destination and Purpose of Trip	7. Transportation				8. Meals			10. Miscellaneous	
		Auto Private Car	Taxi Rental Truck	Lodging	Bar	Lunch	Break	Other	Postage	Autumn
<p>Unless otherwise indicated, all travel was for the purpose of transporting probationers and/or their families, the supervision or investigation of probationers, or contacting community agencies.</p>										
Total										

11. Employee Signature _____

12. Total \$ _____

13. Message Claimed
Miles At _____ \$ _____
Miles At _____ \$ _____

Total \$ Amt of Mileage \$ _____