



**COMMUNICATIONS ADMINISTRATIVE
POLICY/PROCEDURE**

Policy No. 350	Date Issued: April 15, 1993
Section: 300 – Fiscal Policies	Date Revised: October 26, 2023
SUBJECT: TRAVEL	
APPROVED: <u><signed copy on file></u> Board Vice Chair	

- 1.0 Employees shall be reimbursed for transportation and reasonable expenses when traveling on Center business. This includes traveling to and from authorized meetings, seminars, training sessions, luncheons, conferences and other events as approved by the General Manager.
 - 1.1 Employees with Authority issued credit cards can utilize such cards for travel purchases including:
 - Conference fees
 - Accommodations
 - Air Travel
 - Parking
- 2.0 Employees using their personal vehicle for Center business at the convenience of the Center shall be reimbursed in accordance with County of Santa Cruz mileage rates which follow the Federal Register per diem travel amounts.
 - 2.1 The total mileage allowance for personal vehicle transportation shall in no case exceed the costs of air travel.
 - 2.2 The Authority is not responsible for any loss or damage, operating maintenance, or repair expenses to the personal vehicles used on Center business.
 - 2.3 Every employee who uses his/her personal vehicle on Center business shall:
 - 2.3.1 Have and maintain insurance coverage at least equal to the State minimum requirements (\$15,000/\$30,000).

- 2.3.2 Provide the Center with proof of insurance coverage.
- 2.3.3 Employees who have their driver's license suspended or revoked are required to report these conditions to their supervisor promptly.
- 2.4 For the purposes of this section, the place of mileage origin shall either be the employee's normal place of business or his/her normal place of residence, which ever is closest to the destination.
- 2.5 Non-salaried employee travel time will be computed as if the employee had traveled by air.
 - 2.5.1 Employees will not charge the Center for time in excess of normal air and destination time.
 - 2.5.2 Exceptions may be granted by the General Manager in cases where the Center would benefit by the employee using his/her personal vehicle.
- 3.0 Employees temporarily assigned to work at a distance that is impractical for them to return to their normal place of residence (i.e., in excess of 50 miles and outside of Santa Cruz County) will be allowed actual personal expenses for meals, lodging, and other business expenses for the duration of the assignment and subject to the following requirements:
 - 3.1 Official expenses are reasonable.
 - 3.2 Items normally construed as personal expenses are not included.
 - 3.3 Time spent traveling by non-salaried employees to the temporary assignment at its beginning, to and from home on holidays and weekends, and from the temporary assignment at its conclusion will be paid by the Center.
 - 3.4 Lodging expenses shall be reimbursed in accordance with County of Santa Cruz rates which follow the Federal Register travel amounts.
 - 3.4.1 Employees attending conferences, seminars, and similar meetings at specified host hotels/motels will be authorized actual expenses for lodging.
 - 3.5 Meal reimbursement will be in accordance with County of Santa Cruz rates which follow the Federal Register per diem travel amounts.
 - 3.5.1 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 before 11:00 AM and ends after 2:00 PM. Dinner is allowable if travel ends two or more hours after the end of the regular workday.

- b. Travel occurs on weekends or holidays, or when the traveling employee normally works flexible or otherwise non-standard hours. The regular workday will be deemed to be from 8:00 AM to 5:00 PM, for purposes of commuter meal reimbursement.

3.5.2 Alcoholic beverages are not a reimbursable expense.

3.5.3 Meal reimbursements may be requested on a per diem basis. If per diem is chosen, meal receipts need not be presented but such payments will be subject to income tax reporting.

3.5.4 Meal reimbursements may be requested on an actual cost basis. If actual cost is chosen, meal receipts will be required. Reimbursement will not exceed the maximum as set in this policy regardless of the amount of receipts presented.

3.5.5 When meals are included in the registration fee or transportation charge, adjustment of the per diem or meal allowance will be made.

3.5.6 Meals not resulting from overnight travel will be reported as taxable other compensation per the Internal Revenue Service (IRS).

3.5.7 Authority issued credit cards shall not be utilized for any individual meal purchases.

3.6 The following incidental expenses shall be permitted for itemized reimbursement:

3.6.1 Registration fees

3.6.2 Tips and other non-meal gratuities

3.6.3 Taxi, bus, and other transportation

3.6.4 Business telephone calls

3.6.5 Other justifiable incidental expenses

3.7 Any savings realized to employees by ride sharing, lower or shared accommodation costs, etc. shall be credited to the Center.

4.0 The General Manager may travel on Center business as s/he deems necessary, within budget and policy limitations, without prior approval.

- 4.1 Budget and policy limitations notwithstanding, travel outside the continental United States shall be approved in advance by a Board member.
- 5.0 The General Manager may approve travel, within budget limitations, by Center employees in the conduct of Center business.
 - 5.1 All overnight travel by Center employees shall require the approval of the General Manager.
- 6.0 No travel or meeting expenses shall be paid to the General Manager or any Authority employee for any travel or meeting expenses within Santa Cruz County except in the following cases:
 - 6.1 Authorized mileage reimbursement for utilization of a private vehicle on Center business.
 - 6.2 When an employee is required by the General Manager (or the Board of Directors in the General Manager's case) to attend a meeting where meals are served as part of that meeting, such meal(s) will be reimbursed.
- 7.0 All requests for travel reimbursements will be submitted on Santa Cruz County Travel Expense forms.
 - 7.1 A written travel request shall be submitted in cases where approval of the General Manager is required.