AGENDA TITLE:
Discuss and determine appropriate amendments to the County travel and reimbursement policy.

RECOMMENDED ACTION: (see attached)
1. Provide for the advance of major travel expenses, excluding meals, personal car mileage and incidental expenses.
2. Require receipts for all reimbursable expenses, including meals, due to new IRS requirements for reimbursable expenses.
3. Direct the Auditor to make payments directly to vendors for major travel expenses and making Department Heads responsible for proper utilization or reimbursement.
4. Continue the mileage reimbursement rate of 25c per mile and provide for reimbursement of 24c per mile in order to avoid potential tax liability.

HISTORY OF BOARD ACTIONS:
In adopting the Personnel Policies and Procedures Handbook, the Board of Supervisors established a travel and reimbursement policy, to which amendments have been periodically made.

CONSEQUENCES OF NEGATIVE ACTION:
Existing concerns regarding the travel policy will not be resolved.

ALTERNATIVES:
1. Accept the recommended changes in the travel and reimbursement policy.
2. Discuss and determine an alternative policy.
3. Make no change to the policy.

COSTS: (X) Not Applicable
A. Budgeted current F.Y. $__________
B. Total anticipated costs $__________
C. Required Add'l. Funding $__________
D. Source:

SOURCE: ( ) 4/5ths Vote Required
A. Other budgeted funds $__________
B. Unanticipated revenues $__________
C. Reserve for contingencies $__________
D. Other: $__________
Balance in Reserve for Contingencies if Approved: $__________

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This Item on Agenda As:
Recommended
Not Recommended
For Policy Determination
Submitted with Comment
Returned for Further Action
A.O. Initials

ATTEST: MARGIE WILLIAMS
Clerk of the Board of Supervisors, County of Mariposa.
State of California
by ______________________ Deputy
MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: GOVERNMENT OPERATIONS AND FINANCE COMMITTEE
FROM: MARGIE WILLIAMS, CLERK OF THE BOARD
RE: COUNTY TRAVEL AND REIMBURSEMENT POLICY

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on February 14, 1989

ACTION AND VOTE:

Following discussion, on motion of Erickson, seconded by Baggett, Res. No. 89-53 passed and adopted establishing a separate County travel and reimbursement policy for elected County officials and department heads to allow for one hundred percent travel advances, with warrants to be drawn payable directly to the vendors; and direction was given for the balance of the policy discussion to be referred to the Government Operations and Finance Committee. Ayes: Unanimous.

cc File
   Administrative Officer
   Auditor
MARIPOSA COUNTY RESOLUTION NO. 89-53

REVISIGN THE TRAVEL AND REIMBURSEMENT POLICY FOR ELECTED COUNTY OFFICIALS AND DEPARTMENT HEADS

WHEREAS, the Mariposa County Board of Supervisors desires to establish a separate Travel Reimbursement Policy for Elected County Officials and Department Heads.

NOW THEREFORE, BE IT RESOLVED, by the Mariposa County Board of Supervisors, a political subdivision of the State of California, that a separate County travel and reimbursement policy be established for elected County Officials and Department Heads to allow for one hundred percent travel advances, with warrants to be drawn payable directly to the vendors.

PASSED AND ADOPTED, by the Mariposa County Board of Supervisors, this 14th day of February, 1989, by the following vote:

AYES: BAGGETT, PUNTE, ERICKSON, RADANOVICH, TABER

NOES: NONE

ABSENT: NONE

ABSTAINED: NONE

[Signature]
GERTRUDE R. TABER, Chairman
Mariposa County Board of Supervisors

ATTEST:

[Signature]
MARGIE WILLIAMS, Clerk of the Board

APPROVED AS TO FORM AND LEGAL SUFICENCY:

[Signature]
JEFFREY C. GREEN, County Counsel