

Resolution No. 2019-41

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF TEHAMA  
ADOPTING A REVISED TRAVEL REIMBURSEMENT POLICY FOR LEGISLATIVE BODIES**

**WHEREAS**, Government Code sections 53232 et seq. ( Assembly Bill 1234) provide for the adoption of a written travel reimbursement policy specifying the type of occurrences that qualify a member of a County legislative body to receive reimbursement of expenses relating to travel, meals, lodging, and other actual and necessary expenses; and

**WHEREAS**, such policy may also specify the reasonable reimbursement rates for travel, meals, and lodging, and other actual and necessary expenses;

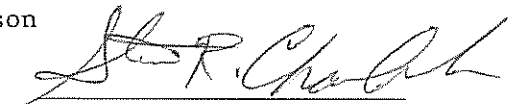
**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of the County of Tehama that the "Travel Reimbursement Policy for Legislative Bodies (A.B. 1234)" attached hereto as Exhibit "A" is hereby approved and adopted in accordance with the provisions of Government Code sections 53232 et seq.

The foregoing resolution was offered on a motion by Supervisor Williams seconded by Supervisor Bundy, and carried by the following vote of the Board:

AYES: Supervisors' Williams, Bundy, Garton, Chamblin

NOES: None

ABSENT OR NOT VOTING: Supervisor Carlson

  
Chairman, Board of Supervisors  
County of Tehama, State of California

STATE OF CALIFORNIA)

COUNTY OF TEHAMA )

I, JENNIFER A. VISE, County Clerk and ex-officio Clerk of the Board of Supervisors of the County of Tehama, State of California, hereby certify the above and foregoing to be a full, true and correct copy of a Resolution adopted by said Board of Supervisors on the 5th day of March, 2019.

DATED: This 13th day of March, 2019.

JENNIFER A. VISE, County Clerk and  
Ex-officio Clerk of the Board of Supervisors  
Of the County of Tehama, State of California

BY   
Deputy

## **TRAVEL REIMBURSEMENT POLICY FOR LEGISLATIVE BODIES (A.B. 1234)**

### **1. Scope**

This policy establishes procedures and standards for reimbursement of necessary actual travel expenses incurred by members of Tehama County commissions or advisory bodies for whom allowance of expenses is authorized by or pursuant to law, resolution, or ordinance because they occur during performance of official county business.

This policy also specifies that a member of the Board of Supervisors shall receive reimbursement for expenses relating to travel, meals, lodging, and other actual and necessary expenses in accordance with Government Code Section 53232.2(b).

The Auditor-Controller shall refer to the Board of Supervisors any reimbursement claim that is considered to not be in conformance with Board policy. The Board shall have the authority to approve the payment of any claim if there is lack of certainty regarding the application of Board policy to the questioned claim, or if the claimed expense was not unreasonable in light of all the circumstances.

### **2. Authorized Expenses**

Members of the Board of Supervisors, and members of Tehama County commissions or advisory bodies where travel expenses for such members are expressly allowed by Resolution or Ordinance, shall be allowed their actual expenses in going to, attendance at, and returning from state association meetings and their actual and necessary traveling expenses when traveling outside of the county on official business, as set forth herein .

Members of the Board of Supervisors, and members of Tehama County commissions or advisory bodies where travel expenses for such members are expressly allowed by Resolution or Ordinance, may receive reimbursement for expenses relating to travel, meals, lodging, and other actual and necessary expenses incurred in the performance of official duties. Reimbursement for such expenses is subject to the provisions of this policy and California Government Code Sections 53232.2 and 53232.3. In accordance with Government Code section 53232.2(c), the Internal Revenue Service rates for reimbursement of travel, meals, lodging, and other actual and necessary expenses as established in Publication 463, or any successor publication, shall be used to determine reimbursement rates for members of the Board of Supervisors and other legislative bodies, subject to the following:

- Reimbursement claims for actual meals and incidental expenses that are equal or less than the applicable federal High-Low rate may be processed and paid by the Auditor-Controller.

- Claims for actual meals and incidental expenses in excess of the applicable federal High-Low rate shall be presented to the Board of Supervisors. The Board of Supervisors may approve the claim if the Board finds that the claimed expense was not unreasonable in light of all the circumstances.

### **3. Authorized Travel**

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:

- A. Meeting with representatives of regional, state, national and foreign government on policy positions adopted by the Board of Supervisors;
- B. Attending educational seminars designed to improve officials' skill and information levels;
- C. Participating in regional, state, and national organizations whose activities affect the county's interests. Travel to a destination outside the State of California requires advance approval by the Board of Supervisors;
- D. Attending events sponsored by a California county;
- E. Implementing a county-approved strategy for attracting or retaining businesses to the county, which will typically involve at least one staff member and;
- F. Attending meetings for which a meeting stipend is expressly authorized by the Board of Supervisors.

In accordance with Government Code Section 53232.2(f), all expenses that do not fall within this policy shall be considered for approval by the Board of Supervisors prior to incurring the expense.

### **4. Receipts Required.**

All expenses must be verified by a valid original itemized receipt, as required by Government Code Section 53232.3(c), which includes the name of the vendor (e.g. hotel, restaurant) date of service and actual amount charged. If the original receipt is unavailable for good cause, the employee may submit a photocopy or digital photograph of the receipt. In accordance with IRS rules, it is expected that employees will submit reimbursement claims (with receipts) within 60 days after the expenses were paid or incurred, and will return any excess reimbursement within 120 days after the expenses were paid or incurred.