



# County of Monterey

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

## Board Report

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**File #:** 12-1125, **Version:** 1

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Approve the Monterey County Travel and Business Expense Reimbursement Policy, effective December 11, 2012.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:  
approve the attached updated Monterey County Travel and Business Expense Reimbursement Policy, effective December 11, 2012.

### SUMMARY:

The updated Monterey County Travel and Business Expense Reimbursement Policy clarifies the requirements for travel authorization, establishes the limits of reimbursement for travel expenditures, maintains consistency between departments for travel expenditures and ensures conformity with IRS regulations. The Policy complies with the requirements of Assembly Bill 1234 for specified elected and appointed officials.

### DISCUSSION:

Assembly Bill 1234 requires specified elected and appointed officials to take ethics training and requires the adoption of a policy on reimbursement for board members and other staff of certain expenditures in a public meeting. The Bill also added certain documentation requirements for travel/business expenses.

The attached Monterey County Travel and Business Expense Reimbursement Policy is an update of the existing Policy that has been in use since November 1, 2008. The revised County Travel Policy clarifies when travel qualifies for an overnight stay and per diem for meals. The Policy is also updated and expanded to include reimbursement for non-travel business related expenses and guidelines/requirements for those expenses.

The County Travel Policy will be used to ensure appropriate expenditures of public funds and the fair reimbursement of expenditures made by elected officials and county staff on the behalf of the County of Monterey.

### OTHER AGENCY INVOLVEMENT:

The Auditor-Controller was responsible for the update but involved key department finance managers, the County Administrative Office and County Counsel.

### FINANCING:

The County Travel Policy is not expected to have any significant impact on budgeted amounts nor require any implementation costs

Prepared by: Gary Giboney, Chief Deputy Auditor-Controller, 755-5439

Approved by: Michael J. Miller, Auditor-Controller, 755-5040

### Attachments:

Travel and Business Expense Reimbursement Policy