

MEMORANDUM
OFFICE OF THE
BOARD OF SUPERVISORS
COUNTY OF PLACER

TO: Honorable Board of Supervisors

FROM: Teri Sayad Ivaldi, Senior Administrative Aide

DATE: March 13, 2012

SUBJECT: Approve payment of reimbursement claims to Larry Sevison in the amount of \$886.75 for eligible meals, mileage and meeting expenses associated with participating in TRPA and Tahoe Conservancy meetings from May 2009 through September 2010.

ACTION REQUESTED

Approve payment of reimbursement claims to Larry Sevison in the amount of \$886.75 for eligible meals, mileage and meeting expenses associated with participating in TRPA and Tahoe Conservancy meetings from May 2009 through September 2010.

BACKGROUND:

Your board is being asked to approve payment of reimbursable expenses to Larry Sevison for participating in TRPA and Tahoe Conservancy meetings between May 2009 and September 2010. Placer County Meals, Lodging, Travel, and Transportation Policy requires payment of claims submitted more than one calendar year after the expense was incurred to be approved by the Board of Supervisors.

With regard to commissions and committees, reimbursement compensation for appointees is set out in the Placer County Code. Larry Sevison has at times been either the Board appointment or alternate to TRPA and has consistently been the Placer County representative on the Tahoe Conservancy.

FISCAL IMPACT

Funds are available in the Board of Supervisors' Department budget.

Attachments

County of Placer Claim Payment Statements
County of Placer Mileage Payment Statements

2009 Severson Claim



**COUNTY OF PLACER
Claim Payment Statement**

Severson, Larry
LAST NAME, FIRST NAME (Employee ID)

ADDRESS _____ City, State, Zip Code _____

OTHER ITEMS - Meals (Always Use Federal Domestic Perdiem Rates), Mtg Refreshments, Lodging, Materials, Registration, Public Transportation, Parking, Tolls, Etc.

Date	Qualifying Event*	Description	Location (City/State)	Purpose	Payable via Acorn	Payable via AP Warrant
					Taxable ** Meal Claim/ Reimbursement	Non Taxable** Claim/ Reimbursement
05/29/09	C	Meal Expense	South Tahoe	Lunch - Tahoe Conservancy		\$ 15.00
07/08/09	C	Meal Expense	South Tahoe	Lunch - Tahoe Conservancy		15.00
09/30/11	C	Meal Expense	South Tahoe	Lunch - Tahoe Conservancy		15.00
10/29/09	C	Meal Expense	South Tahoe	Lunch - Tahoe Conservancy		15.00
12/16/09	C	Meeting	Incline	Meeting - TRPA Governing Board Meeting		100.00
12/16/09	C	Meal Expense	Incline	Lunch - TRPA Governing Board Meeting		15.00
12/17/09	C	Meeting	South Tahoe	Meeting - TRPA Governing Board Meeting		100.00
12/17/09	C	Meal Expense	South Tahoe	Lunch - TRPA Governing Board Meeting		15.00
Total					\$ -	\$ 290.00

TOTAL CLAIM: \$ - Payable via Acorn *** \$ 290.00 Payable via AP Warrant

"I declare that the above items claimed are true and correct, comply with all requirements of the Placer County Administrative Rules, that no items have been previously reimbursed to me, and none of the items for which I am seeking reimbursement is over 120 days past the purchase date."

"I declare under penalty of perjury that the foregoing is true and correct."

Executed on 01/16/12 (Date), in California

Larry Severson
SIGNATURE OF DECLARANT

Check here if you are NOT a County Employee

* Select from the Qualifying Events listed below:

- A - Communicating with regional, state, and national governments on County adopted policy positions.
- B - Educational seminars.
- C - Participation in regional, state, and national organizations whose activities affect the County's interests.
- D - Implementing strategy for attracting and retaining business.
- E - Miscellaneous claims authorized by Board of Supervisors action.
- F - Attending county meetings and events where business directly affecting the County is conducted during the meeting.
- G - Traveling on official business that results in the employee being away from home two hours before or after normal working hours, or more than 30 miles from their office.
- H - Required to work more than two hours before or after a normal work assignment, and it is impractical or would be an inconvenience or imposition for the employee to go home for a meal and then return to work.
- I - Attending an official County meeting and the employee is prevented from taking or completing a mid-shift meal break.
- J - Prevented from taking meals away from the workstation because of extraordinary circumstances e.g. law enforcement assignments, mandatory overtime, emergencies, or disasters.

****All Meal Allowance Amounts are based on the Federal Domestic Perdiem Rates. www.gsa.gov/mie**
*****Taxable Meal Allowance/Claim will be paid with your payroll check.**

This form is in conformance with AB-1234 and Placer County Admin Rules Chapters 2 and 3.

Claim Statement

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2010 Severson Claim



**COUNTY OF PLACER
Claim Payment Statement**

Severson, Larry

LAST NAME, FIRST NAME (Employee ID)

ADDRESS

City, State, Zip Code

OTHER ITEMS - Meals (Always Use Federal Domestic Perdiem Rates), Mtg Refreshments, Lodging, Materials, Registration, Public Transportation, Parking, Tolls, Etc.

Date	Qualifying Event*	Description	Location (City/State)	Purpose	Payable via Acorn	Payable via AP Warrant
					Taxable ** Meal Claim/ Reimbursement	Non Taxable** Claim/ Reimbursement
01/29/10	C	Meal Expense	South Tahoe	Lunch - Tahoe Conservancy		\$ 15.00
05/20/10	C	Meal Expense	South Tahoe	Lunch - Tahoe Conservancy		15.00
05/26/10	C	Meeting	Incline	Meeting - TRPA Governing Board Meeting		100.00
05/26/10	C	Meal Expense	Incline	Lunch - TRPA Governing Board Meeting		15.00
05/27/10	C	Meeting	Kings Beach	Meeting - TRPA Governing Board Meeting		100.00
05/27/10	C	Meal Expense	Kings Beach	Lunch - TRPA Governing Board Meeting		15.00
07/15/10	C	Meal Expense	South Tahoe	Lunch - Tahoe Conservancy		15.00
09/16/10	C	Meal Expense	South Tahoe	Lunch - Tahoe Conservancy		15.00
Total					\$ -	\$ 290.00

TOTAL CLAIM: \$ - Payable via Acorn *** \$ 290.00 Payable via AP Warrant

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www.gsa.gov/mie

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Claim Statement

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