



**MEMORANDUM  
OFFICE OF THE  
COUNTY EXECUTIVE OFFICER  
COUNTY OF PLACER**

To: Honorable Board of Supervisors  
From: Holly Heinzen, Chief Assistant CEO  
Date: August 26, 2014  
Subject: Out of State Travel Approval

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**ACTION REQUESTED**

Authorize out of state travel for Supervisors Robert Weygandt and Kirk Uhler and one County employee to travel to Washington, D.C. from September 29 through October 1, 2014, to coordinate with the U.S. Army Corps of Engineers and the U.S. Fish and Wildlife Service on the permitting program for the Placer County Conservation Plan.

**BACKGROUND**

The Placer County Conservation Plan (PCCP) is a proactive plan to protect the county's natural areas and scenic landscapes while clearing regulatory obstacles and other inefficiencies on the path toward continued economic growth and development for the region. The PCCP proposes to coordinate and streamline the permitting process by allowing local entities to issue state and federal permits, ensuring a more efficient use of public dollars.

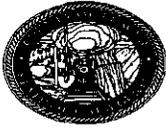
Board members and County staff will be coordinating with management at the headquarters offices of the U.S. Army Corps of Engineers and the U.S. Fish and Wildlife Service, as well as congressional members as needed, on key elements of the PCCP work program. The primary emphasis will be on insuring that the integration of the Federal Clean Water Act with the Federal Endangered Species Act, under one common permitting program, will provide cost effective benefits and certainty to the regulated community.

Out of state travel exceeding \$3,500 requires your Board's approval in accordance with Section 3.4(C) of the Placer County Meals, Lodging, Travel and Transportation policy.

**FISCAL IMPACT**

The total trip cost of \$3,911 includes air fare, lodging and meals, and is included in the FY 2014-15 Proposed Budget.

Attachments:  
Travel Request  
Trip Itinerary



# COUNTY OF PLACER TRAVEL REQUEST ON OFFICIAL BUSINESS

TO: COUNTY EXECUTIVE  
AUDITOR CONTROLLER

TRAVEL ADVANCE REQUESTED  
 Yes  No

DATE: 8/5/2014

EMPLOYEE TRAVELING: Kirk Uhler, Robert Weygandt, & Loren Clark NOTIFY: Debbie Hawkins Ext. 4010

1. Briefly explain the purpose of this trip and how this training will benefit you and the department:  
PCCP Trip to Washington D.C.

2. Destination(s) Washington D.C.  
City State

3. Travel period: 5:00 AM 9/29/2014 to 9:00 PM 10/1/2014  
Time Date to Time Date

4. Mode of travel:  Air  Rail  County Car  Private Car with mileage reimbursement # of miles \_\_\_\_\_

5. Training Data:  State Association  Regional Conference  National Conference  CPE Units \_\_\_\_\_  County Training  Other Professional Development

6. Estimated Expenses:

# OF ITEMS	PER DIEM	ITEM	AMOUNT
		Breakfast	\$108
		Lunch	\$162
		Dinner	\$324
		Lodging	\$1,367.16
		Travel	\$1,950.00
		Tuition	\$0.00
		Other	\$0.00
<b>Total</b>			<b>\$ 3,911.16</b>

7. If this trip was not budgeted, it will be financed as follows: \_\_\_\_\_

\_\_\_\_\_  
SUPERVISOR APPROVAL BY \_\_\_\_\_  
Department Head or Authorized Signature

"I declare under penalty of perjury that the above items stated are true and correct and comply with all requirements of the Placer County Administrative Rules. I understand if an advance has been requested, I will be responsible for repayment of any unused advance in the event of early return or cancellation."

\_\_\_\_\_  
Date Signature of Declarant

FOR USE BY COUNTY EXECUTIVE:

APPROVED  
 DISAPPROVED

Comments \_\_\_\_\_

\_\_\_\_\_  
County Executive Date

FOR USE BY BOARD OF SUPERVISORS:

APPROVED/DISAPPROVED BY  
PLACER COUNTY BOARD OF SUPERVISORS

Clerk of the Board of Supervisors

By: \_\_\_\_\_  
Deputy Date

**ITINERARY**

Staff Member **Kirk Uhler, Robert M. Weygandt, and Loren Clark**

**DATE:** September 29 - October 1, 2014

**AIRFARE:** United Flight with stops \$650 3 \$1,950.00  
Approximate cost of flights is \$600 - \$650

**TUITION:** N/A \$0.00

**LODGING:** Club Quarters (202-463-6400) \$1,367.16  
839 17th Street, NW @ I Street, WA DC.  
The estimated cost per room is: \$456 times 3 Attendees

<b>MEALS:</b>	<b>BREAKFAST</b>	<b>LUNCH</b>	<b>DINNER</b>
9/29/2014	\$12	\$18	\$36
9/30/2014	\$12	\$18	\$36
10/1/2014	\$12	\$18	\$36

The amount of meals is what is allowed without a receipt. If employee provides a receipt, the amounts allowed are \$10, \$15 and \$25. We request the minimum, but reimburse allowable.

<b>TOTAL MEALS</b>	\$36	\$54	\$108
Times 3 Attendees	\$108	\$162	\$324
		<b>TOTAL</b>	<span style="border: 1px solid black; padding: 2px;">\$594.00</span>

**TOTAL NUMBER OF MILES:** only if personal vehicle is used  
**TOTAL MILEAGE AMOUNT:** 0.445 \$0.00

**TOTAL TRAVEL REQUEST** **\$3,911.16**

