

**MEMORANDUM**  
OFFICE OF THE  
**BOARD OF SUPERVISORS**  
COUNTY OF PLACER

TO: Honorable Board of Supervisors

FROM: Teri Sayad Ivaldi, Senior Administrative Aide

DATE: March 10, 2015

SUBJECT: Approve payment of reimbursement claim to Larry Sevison in the amount of \$271.20 for eligible meals, mileage and meeting expenses associated with participating in Tahoe Regional Planning Agency (TRPA) meeting on January 29, 2014.

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**ACTION REQUESTED**

Approve payment of reimbursement claims to Larry Sevison in the amount of \$271.20 for eligible meals, mileage and meeting expenses associated with participating in Tahoe Regional Planning Agency (TRPA) meeting on January 29, 2014.

**BACKGROUND:**

Your board is being asked to approve payment of reimbursable expenses to Larry Sevison for participating in Tahoe Regional Planning Agency (TRPA) meeting on January 29, 2014. 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**

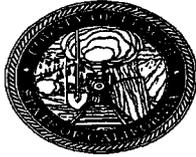
Funds are available in the Board of Supervisors' Department budget.

**Attachments**

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

# Expense Claim Form

County of Placer



CHECK APPROPRIATE BOX     COUNTY EMPLOYEE     VOLUNTEER     OTHER

NAME: PLEASE PRINT OR TYPE <b>SEVISION, LARRY</b>	EMPLOYEE ID : <b>00000000</b>	VENDOR NO/SFX: <b>4668-001</b>
STREET ADDRESS, CITY AND ZIP CODE	DEPARTMENT <b>BOS</b>	WORK PHONE <b>530 889-4010</b>

DATE	QUALIFYING EVENT*	MEAL CODE **	DESCRIPTION (BREAKFAST, LUNCH, DINNER, INCIDENTAL)	LOCATION		PURPOSE OF TRIP: (JUSTIFICATION FOR EXPENSE)	TAXABLE	NON-TAXABLE
				FROM:	TO:		Claim (Via ACORN) ^	CLAIM (Via AP) ^
01/29/14	C	2-A	LUNCH	NORTH LAKE TAHOE	SOUTH LAKE TAHOE	TRPA		18.00
01/29/14	C			NORTH LAKE TAHOE	SOUTH LAKE TAHOE	TRPA		100.00
01/29/14	C			NORTH LAKE TAHOE	SOUTH LAKE TAHOE	RPIC		100.00
<b>Subtotal from Page 2</b>							-	-
<b>Total</b>							\$ -	\$ 218.00

**\*\* MEAL CODES: TAXABLE / NON-TAXABLE QUALIFICATIONS:**

**1. Taxable Meal Allowance:**

- A. DSA Only -Work more than two hours before or after a normal shift (please provide work schedule).
- B. More than 30 miles away from primary work location (please map trip mileage and include)

**2. Non-Taxable Meal Allowance:**

- A. Meal meeting or gathering where the main purpose is to conduct business directly affecting the County (must be a specifically identifiable reason for conducting the County's business during the meal).
- B. Allowance for overnight travel where employees will receive a non-taxable per diem rate for meals when traveling on County business that results in the employee being away from the location of their place of business overnight.
- C. Meal allowance due to Emergency Situations where meals are authorized for employees during emergencies or extraordinary or unusual circumstances such as natural disasters, severe inclement weather, imminent or actual failure of county facilities, systems or processes, a health or safety emergency or threat, or extended search and rescue activities.
- D. Department Head discretion: Meals to employees when such meals are provided for a substantial non-compensatory reason and are provided in one of the following circumstances: employees on call for emergencies; nature of assignment requires a short meal; absence of available eating facilities in the area of the work assignment; or meal is furnished immediately after working hours because the employee's duties prevented them from obtaining a meal during working hours.

^ All Meal Allowance Amounts are based on Federal Domestic Perdiem Rates at: [www.gsa.gov/mie](http://www.gsa.gov/mie)

**\* QUALIFYING EVENT: SELECT ONE**

- 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
- 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.

**EMPLOYEE'S CERTIFICATION**

I hereby declare under penalty of perjury that this claim is true and correct, that payment has not been received and this expenses cannot be claimed from another source, and that this claim is submitted in accordance with the Placer County Administrative Manual (PAM).

Signature of Employee: *Larry Sevision* Date: 2/19/15

Authorized Signer's Name: \_\_\_\_\_ Authorized Signer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE FROM PLACER COUNTY ACCOUNTING POLICIES AND PROCEDURES MANUAL:**

- To be reimbursed for eligible meals and other out-of-pocket expenses, the employee shall submit the following documentation with the Mileage & Expense Claim Forms :
  - ✓ proof of payment (original receipts, money orders, credit card slips, cancelled checks or uncanceled checks with the bank statement showing the posted payment) if the meals are not claimed on a per-diem basis.
  - ✓ a copy of the agenda and registration form or program announcement, showing the conference location, dates, times, activities, costs and any meals included in the registration fee.
- Please see Meals, Lodging, Travel, and Transportation Policy for more information on the Mileage & Expense Claim Forms processing procedures.



