

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

TO: Honorable Board of Supervisors

FROM: Thomas Miller, County Executive Officer  
By: Ronald Baker, Senior Administrative Services Officer

DATE: March 21, 2006

SUBJECT: Adopt a Resolution to Amend the Administrative Rules, Policies and Practices  
(Chapter 2)

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**ACTION REQUESTED**

It is recommended that the Board of Supervisors adopt the attached resolution to approve revisions to Chapter 2 of the Placer County Administrative Rules.

**BACKGROUND**

Chapter 2 of the Administrative Rules provides procedures for the approval for meals, lodging, travel and transportation on County business. The County Executive Office, in conjunction with County Counsel, submits this request to clarify the approval process for travel requests within the United States. Currently the Administrative rules indicate that the County Executive Office may authorize overnight travel out of state where the costs do not exceed \$500. In addition, the rules do not delineate that the Board of Supervisors must approve travel within the United States in excess of this amount.

The attached resolution increases the County Executive Office approval threshold to \$3,500 *within the United States*, and further provides that the Board of Supervisors must approve travel in excess of this amount.

**FISCAL IMPACT**

There is no fiscal impact resulting from the approval of this resolution. Approval of these recommendations will improve internal control processes.

Exhibit I: Resolution and Administrative Rules, Policies, and Practices (revisions tracked)

# Exhibit I

# Before the Board of Supervisors County of Placer, State of California

**In the matter of:**

**A RESOLUTION AMENDING THE PLACER  
COUNTY ADMINISTRATIVE RULES, POLICIES  
AND PRACTICES (Chapter 2)**

**Resol. No:** \_\_\_\_\_

**Ord. No:** \_\_\_\_\_

**First Reading:** \_\_\_\_\_

**The following RESOLUTION was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held on March 21, 2005, by the following vote on roll call:**

**Ayes:**

**Noes:**

**Absent:**

**Signed and approved by me after its passage.**

\_\_\_\_\_  
**Chairman, Board of Supervisors**

**Attest:**

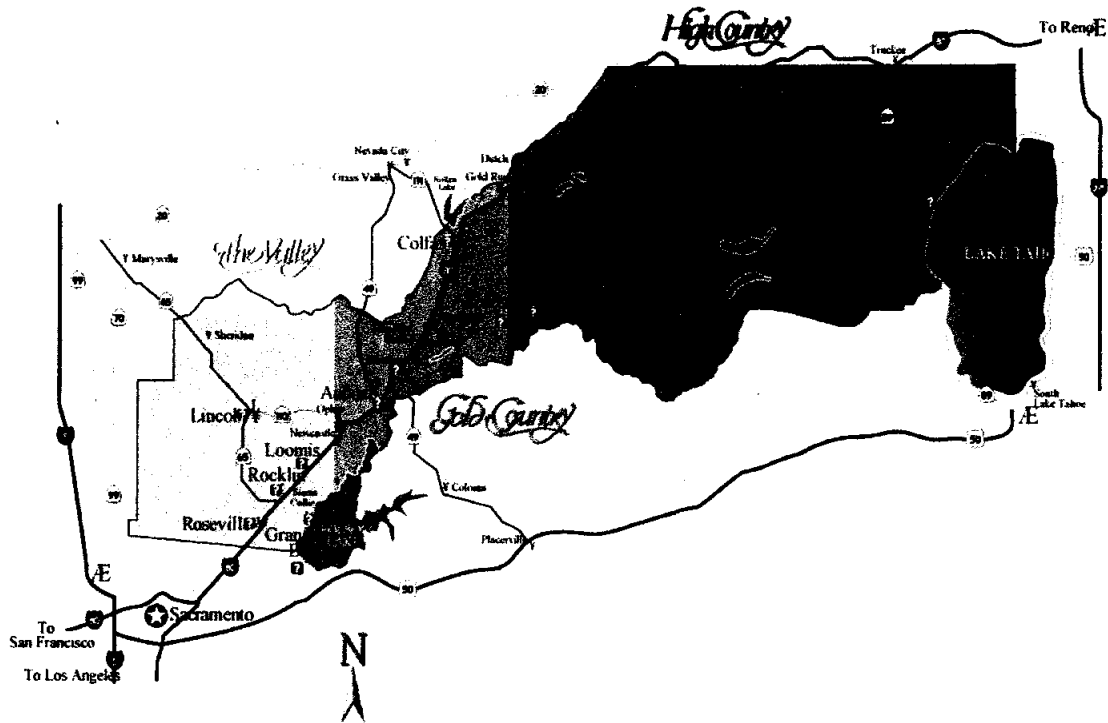
**Clerk of said Board**

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**NOW, THEREFORE, BE IT RESOLVED by the Placer County Board of Supervisors that various sections of the Placer County Administrative Rules, Policies and Practices are amended as shown in the exhibit attached hereto and by reference incorporated herein. Additions are shown in italics and deletions are shown in strikethrough.**

# *Placer County*

## **Administrative Rules, Policies, and Practices**



### **Chapter 2: Meals, Lodging, Travel, and Transportation**

## 4. TRAVEL POLICIES<sup>2</sup>

### A. Department Head Authority

1) *The Department Head* may authorize one-day travel to any location in the United States as long as overnight lodging *is not required*.

2) *The Department Head* may authorize overnight travel, and any related expenditure of public funds or related employee reimbursements (including transportation, lodging, meals, and conference or training costs), if:

- a) The overnight travel is *within* California and/or Washoe County-Douglas County (Carson City, Reno) area of Nevada, and requires overnight lodging *of five or less nights*; or
- b) The overnight travel is *within* the United States and is for the purpose of conducting criminal investigations, extraditing fugitives, transporting prisoners or court wards, and interviewing juvenile wards.

### B. County Executive Office Approval Required

1) The Department Head, *after prior approval of the County Executive Office*, may authorize overnight travel and any related expenditure of public funds or related employee reimbursements (including transportation, lodging, meals, and conference or training costs), if:

- a) The travel requires overnight lodging of *six or more nights* within California and the Washoe County - Douglas County (Carson City, Reno) area, for purposes not included in Section III. 4A.2.b.
- b) The travel is outside California and the Washoe County - Douglas County (Carson City, Reno) area for purposes not included in Section III. 4A.2.b.
- c) The overnight travel is within the United States and the cost of such travel, including tuition and registration fees, but excluding staff costs, does not exceed ~~\$500.00~~ \$3,500 and such travel does not entail the absence of an employee from a normal work location for more than five consecutive work days. ~~This type of circumstance would typically occur when another governmental agency or professional association sponsors the travel or when an employee elects to pay, without reimbursement from the County, all costs except tuition, registration fees, and personal staff time.~~

### C. Board of Supervisor Approval Required

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2 For purposes of these administrative policies and practices, overnight travel means travel that requires overnight lodging.

- 1) *The Department Head, after prior approval of the Board of Supervisors, may expend public funds for overnight travel, and any related employee reimbursements (including transportation, lodging, meals, and conference or training costs), if:*
- a) The overnight travel is for a person appointed by the Board of Supervisors to a County commission or advisory board, and requires overnight lodging of *six or more nights*.
  - b) The overnight travel is outside the United States.
  - c) *Overnight travel is within the United States but exceeds \$3,500 in costs.*

SUMMARY OF APPROVAL AUTHORITY FOR TRAVEL	
Department Head Approves	<ul style="list-style-type: none"> <li>• One-day travel to any location in the United States as long as overnight lodging is <i>not</i> required.</li> <li>• Overnight travel of <i>5 nights or less</i> within CA and Washoe County-Douglas County (Carson City, Reno).</li> <li>• Overnight travel within the U.S. for the purpose of conducting criminal investigations, extraditing fugitives, transporting prisoners or court wards, and interviewing juvenile wards.</li> </ul>
County Executive Office Approves	<ul style="list-style-type: none"> <li>• Overnight travel of <i>6 or more</i> nights within CA and/or Washoe County-Douglas County (Carson City, Reno) of NV.</li> <li>• Overnight travel outside CA and Washoe County-Douglas County (Carson City, Reno) of NV for purposes not included in bullet 3 above.</li> <li>• Overnight travel within the U.S. and the total cost (excluding staff costs) does not exceed <del>\$500</del> <i>\$3,500</i> and does not detain the employee from their normal work location for more than 5 consecutive work days.</li> <li>• Per diem allowance for employees working a temporary assignment. See section III.4.G.</li> <li>• Temporary assignments of more than 31 days or training of more than 14 days. See section III.4.G.</li> </ul>
Board of Supervisors Approves	<ul style="list-style-type: none"> <li>• Overnight travel outside the United States.</li> <li>• Overnight travel for a person appointed by the Board of Supervisors to a County commission or advisory board requiring overnight lodging of 6 or more nights.</li> <li>• <i>Overnight travel is within the United States but exceeds \$3,500 in costs.</i></li> </ul>