



HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS
Regional Transportation Planning Agency
Humboldt County Local Transportation Authority
Service Authority for Freeway Emergencies
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AGENDA ITEM 7e
HCAOG Board Meeting
November 16, 2017

DATE: November 3, 2017
TO: HCAOG Policy Advisory Committee (PAC)
FROM: Debbie Egger, Fiscal Administrative Officer
SUBJECT: **HCAOG Travel Policies & Guidelines**

STAFF REPORT

Contents:

- Staff's Recommended Action
- Staff Summary
- Resolution 17-18
- Draft HCAOG Travel Policies & Guidelines

Staff's Recommended Action:

1. Introduce the item as an action item;
2. Allow staff to present the item;
3. Receive public comment;
4. Discuss item and consider making the motion:
"I move that the PAC recommend the HCAOG Board approve Resolution 17-18 adopting the HCAOG Travel Policies & Guidelines."

Staff Summary:

Staff has developed the (draft) *HCAOG Travel Policies & Guidelines* to not only establish guidelines for staff, Board, and HCAOG Committee members when traveling on behalf of HCAOG business but these guidelines will also improve HCAOG's records of expenditures and invoicing requirements when requesting reimbursements from the state.

The Rural Counties Task Force developed a policy template, which has been reviewed by Caltrans Audits and Investigations, and has encouraged regional transportation planning agencies to adopt their own policies which would comply with Caltrans regulations.

The enclosed policies have also been reviewed and approved by HCAOG's Legal Counsel. Staff is looking for Board review, discussions, and recommendation for adoption.