

# HCAOG Travel Policies & Guidelines



Draft:  
November 2017  
[Resolution 17-18]

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# HCAOG Travel Policies & Guidelines

This policy is designed to establish a basis for the reimbursement for Humboldt County Association of Governments (HCAOG) travel of HCAOG staff, Committee and Board members who have been approved to travel on behalf of HCAOG.

It is desirable and beneficial to HCAOG and its constituents to have staff, Board and Committee members participate in state and national activities, training, and conferences related to HCAOG's subject matter jurisdiction.

## 1. Procedures

1.1 HCAOG staff, Board and Committee members must fill out an Overnight Travel Permission Request (Exhibit I) prior to traveling overnight on HCAOG business. The Overall Work Program element, purpose of travel, and trip budget must be filled in on the form. The form must be approved by the Executive Director prior to the time of travel. The expense report must document that expenses meet HCAOG policy. All documents related to reimbursable expenditures are public records subject to disclosure under state and federal law.

1.2 Penalties for falsifying expense reports include, but are not limited to the following:

- 1.2.1 Loss of reimbursement privileges
- 1.2.2 Restitution to HCAOG
- 1.2.3 Civil penalties for misuse of public resources
- 1.2.4 Prosecution for misuse of public funds
- 1.2.5 Disciplinary action for employees

## 2. Overnight Travel Expense Reimbursement

2.1 The Overnight Travel Expense Report form must be used by HCAOG staff, Board and Committee members to record actual trip expenses. The report form should be completed within thirty days from the return date. The actual expenses must be approved by the Executive Director. The form should then be forwarded to the Fiscal Administrative Officer for processing, with a personal check attached for any funds due to HCAOG. Failure to submit expense reports within the required time frame may result in the traveler not being reimbursed or collection action being taken if money is owed to HCAOG.

2.2 All expenses should be itemized, including items HCAOG may have paid for in advance so that the report provides a complete record of expenses. It is the traveler's responsibility to submit a completed report in order to receive prompt reimbursement.

- 2.3 Receipts for expenditures must be attached to the expense report for all expenses where a receipt is practicably attainable. A receipt is mandatory for all expenses in excess of \$10 unless a satisfactory written explanation is provided. Such written explanations are subject to approval by the Fiscal Administrative Officer.
- 2.4 Travel advances may be requested. Any travel advance shall not exceed the total estimated amount of the trip, minus any items prepaid by HCAOG, such as airfare and registration.
- 2.5 HCAOG staff, Board and Committee members will be reimbursed for reasonable travel expenses up to the reimbursement amounts established by the California Human Resources for non-exempt/excluded employees when such travel is authorized for reimbursement. The expenditure guidelines established in IRS Bulletin for Special Per Diem Rates should be observed as upper limits for reimbursement of non-state or federal funded travel, unless the circumstances dictate otherwise and the expense is approved by the Executive Director.
  - 2.5.1 Air Travel – Air travel is to be coach class for the most direct route. Travelers are encouraged to book at least 14 to 21 days in advance to qualify for the lowest airfares. HCAOG will cover the cost if it is more cost-effective (i.e., difference in airfare as compared to the additional cost for hotel and meals) to include a Saturday stay. Travelers should consider this option, when practical.
  - 2.5.2 Personal Auto Use – In the event that a private auto is used for the trip, mileage shall be paid at the currently established Internal Revenue Service rate. Maximum reimbursement shall not exceed the cost of using a rental car, train, or commercial airline to reach the same destination.
  - 2.5.3 Ground Transportation – In using surface transportation, the least expensive alternative must be utilized where practical. For example, an airport shuttle should be used instead of a taxi. Such transportation should be used for travel to and from the airport and for reasonable business-related trips at the location.
  - 2.5.4 Parking – HCAOG will reimburse the lesser of the parking cost for a personal auto left at the airport or the cost of a shuttle service or cab to and from the airport.
  - 2.5.5 Personal Travel – If a traveler wishes to combine HCAOG travel with personal travel, or to travel with family members, the traveler may do so, provided that it does not exceed the cost equivalent of a single-person trip.
  - 2.5.6 Rental Car – Use of rental cars must be pre-approved. HCAOG will only reimburse for the cost of renting the least expensive size vehicle necessary for the number of people traveling.

- 2.5.7 Meals – HCAOG will pay for meals while the traveler is in travel status. The maximum reimbursement amount for meals will be calculated by multiplying the applicable per diem rate in IRS Notice 2012-63 by the number of days of travel.
- 2.5.8 Business Meals – Reasonable business meals involving outside persons or when necessary to conduct HCAOG-related business are permitted. All such meals must be itemized with justification on the Expense Report to determine if eligible for reimbursement.
- 2.5.9 Hotel – Travelers will be reimbursed for the cost of a moderate and reasonably priced single occupancy hotel room. Travelers should request the “government rate” when making hotel reservations. If a hotel stay is needed in connection with a conference or other education activity, lodging costs shall not exceed the maximum group rate published for the conference. If the group rate is not available, the traveler must use comparable lodging.
- 2.5.10 Other Business-Related Expenses – Other business-related expenses that arise when traveling such as supplies, equipment rental, reprographics, facsimiles, and other documented business-related expenses may be reimbursed when traveling on HCAOG business and used for HCAOG purposes.
- 2.5.11 Registration – Travelers requesting to attend a conference or training that requires registration should do so in sufficient time to take advantage of any discounts.
- 2.5.12 Cancellation Penalties – In the event that registration, airfare, hotel deposit, or similar items that require prepayment are paid and nonrefundable and the traveler is unable to attend, then the traveler will be responsible for reimbursing HCAOG for all prepaid amounts, unless the inability to attend is for valid business reasons, medical reasons or personal emergencies, as approved by the Executive Director for employees or the Executive Committee for Board and Committee members.
- 2.5.13 Nonallowable Expenses – HCAOG will not provide any reimbursement for personal entertainment expenses, travel expense for family members, movies in hotels, personal items, charitable contributions, alcohol, air travel insurance, or any other expenses not deemed necessary for business purposes. HCAOG also will not provide reimbursement for the purpose of attending political events or for expenses incurred with any private club that discriminates on the basis of race, gender, religion, sexual orientation, disability, or any other discriminatory criteria in its membership policy.

3. Local Expense Reimbursement

- 3.1 Expense reports must be submitted that record any potentially eligible expenses. The form must be submitted together with all receipts and should be submitted within thirty days of the expense being incurred. The report must describe the item or the destination (if mileage reimbursement is requested) and the purpose. The traveler should indicate which project number each item should be charged to.
- 3.2 Expenses are eligible for reimbursement if they are related to and necessary to carrying out HCAOG business. They may include, but are not limited to: business meals or meetings, mileage, parking, and miscellaneous out-of-pocket expenses. The Executive Director may disallow any extraordinary or inappropriate expense. Whenever possible, travel should be by public transportation.
- 3.3 All necessary approvals must be obtained in advance and the form must be submitted to the Fiscal Administrative Officer. Reimbursement will ordinarily occur within thirty days.
- 3.4 Mileage will be reimbursed in accordance with California Human Resources reimbursement rates for non-exempt/excluded employees when a personal vehicle is used.

August 2017

- EXHIBIT I: OVERNIGHT TRAVEL PERMISSION REQUEST
- EXHIBIT II: OVERNIGHT TRAVEL REIMBURSEMENT WORKBOOK
- EXHIBIT III: MILEAGE REIMBURSEMENT FORM

**EXHIBIT I**

**Humboldt County Association of Governments**

**OVERNIGHT TRAVEL PERMISSION REQUEST**

NAME: \_\_\_\_\_

DATE OF REQUEST: \_\_\_\_\_

DATES OF TRAVEL: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

PURPOSE OF TRAVEL: \_\_\_\_\_

Work Element No.

Estimate of Costs:

Travel: (specify mode) Plane, Car, Bus, et al

Lodging: \_\_\_\_\_ nights x rate of \_\_\_\_\_

Meals (based on travel plans, see below)

Breakfast	_____ day(s)	\$ 10.00
Lunch	_____ day(s)	\$ 11.00
Dinner	_____ day(s)	\$ 23.00

Incidentals \_\_\_\_\_ 24 hr period \$ 5.00

Other Travel Expenses:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Amount	Reservation Made by:
\$ -	
\$ -	
\$ -	
\$ -	
\$ -	
\$ -	
\$ -	
\$ -	
\$ -	
\$ -	

Total estimated expenses

\$ -

Advance requested, if any

\$ -

Employee Signature \_\_\_\_\_

Supervisor Approval \_\_\_\_\_

Finance Review \_\_\_\_\_

Executive Director Approval \_\_\_\_\_

First day of travel:

Breakfast included: Trip begins at or before 6:00 am  
 Lunch included: Trip begins at or before 11:00 am  
 Dinner included: Trip begins at or before 5:00 pm

Last day of travel:

Breakfast included: Trip ends at or after 8:00 am  
 Lunch included: Trip ends at or after 2:00 pm  
 Dinner included: Trip ends at or after 7:00 pm

## EXHIBIT II

### HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS

#### OVERNIGHT TRAVEL TRAVEL REIMBURSEMENT WORKBOOK

<b>ROW ITEM</b>	<b>INSTRUCTIONS</b>
Name	Use first and last name
Date of Report	Date report is being completed. This should be as soon as possible after the trip and within thirty days of the return date.
Dates of Travel	This is the range of dates for the trip starting with the first travel day to the event and ending with the return travel date.
Destination	City and State of the event
Purpose of Travel	Name of the event such as CTC meeting, CALRTPA, CALCOG Meeting, et al
Work Element No.	Work element paying for the event and associated travel
Travel:	Method of getting to and from the event such as rental car, personal car, plane, train, bus, et al. May include more than one.
Lodging:	Hotel/Motel Costs. Use the State of CA Allowance column for the portion allowed by Caltrans and the Local Fund Cost column for any excess. Total hotel cost should appear in the Total Cost column. Any portion of the cost paid by you should also appear in the Employee Funds column.
Meals:	Breakfast/Lunch/Dinner Costs. Use the State of CA Allowance for the portion allowed by Caltrans and the Local Fund Cost column for any excess. Total meal allowance should appear in the Total Cost column. Any portion of the cost paid by you should also appear in the Employee Funds column. Typically this costs are paid by you.
Incidentals:	You may claim \$5.00 for each complete 24 hour period you are away. The term "incidental expenses" means fees and tips given to porters, baggage carriers, hotel staff, and staff on ships. It does not include taxicab fares, lodging taxes, or the cost of telegrams, faxes, or telephone calls.
Parking:	All parking costs including airport parking and fees incurred at the location.
Registration:	Costs to register for the event at the location or prepaid.
Tolls:	Use for any road use or bridge tolls.
Other:	All other allowable expense incurred on or for the trip.
<b>COLUMN ITEM</b>	<b>INSTRUCTIONS</b>
State of CA Allowance	Portion of cost chargeable to state funding allowed in the work element. Use Caltrans limits for meals and lodging: <a href="http://www.dot.ca.gov/hq/asc/travel/ch3/13lodging.htm">http://www.dot.ca.gov/hq/asc/travel/ch3/13lodging.htm</a>
Local Fund Cost	Postion of cost in excess of Caltrans limits and under HCAOG limits.
Employee Funds	Portion of cost in previous columns paid with employee funds.
Total Cost	Formula adds State of CA Allowance and Local Fund columns for total cost.
Advance issued to employee	Funds issued to you in advance of the trip.
Paid with HCAOG credit card	Amount for items charged to HCAOG credit card.
Total paid by HCAOG	Formula to total expenses prepaid by HCAOG.
Amount due employee	Formula to calculate any money due the employee
Amount due HCAOG (attach check)	Formula to calculate any money due back to HCAOG.
Total costs of travel	Formula to calculate total cost of trip
Mileage Tab	Tab to assist in calculating costs associated with using own vehicle.



HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS

**Overnight Travel Expense Report**

Name \_\_\_\_\_ Date of Report \_\_\_\_\_  
 Dates of Travel \_\_\_\_\_ Destination \_\_\_\_\_  
 Purpose of Travel \_\_\_\_\_

**COSTS INCURRED: PLEASE ATTACH ALL RECEIPTS**

For expenses exceeding State of CA meals/lodging reimbursement (below) charge excess amount to the Local Fund column.

<http://www.dot.ca.gov/hq/asc/travel/ch3/13lodging.htm>

Work Element No.

Travel: \_\_\_\_\_ (Details Here)  
 Lodging: \_\_\_\_\_ (Details Here)  
 Meals: \_\_\_\_\_ (Details Here)  
 Other Expenses:  
 Incidentals: (\$5.00 per 24 hour period) \_\_\_\_\_  
 Parking: \_\_\_\_\_ (Details Here)  
 Registration: \_\_\_\_\_ (Details Here)  
 Tolls: \_\_\_\_\_ (Details Here)  
 Other: \_\_\_\_\_ (Details Here)

State of CA Allowance	Local Funds	Employee Funds	Total Cost
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
Totals	\$ -	\$ -	\$ -

Advance issued to employee \_\_\_\_\_ Date \_\_\_\_\_ Check# \_\_\_\_\_ \$ -  
 Paid with HCAOG credit card \_\_\_\_\_ \$ -  
 Total paid by HCAOG \_\_\_\_\_ \$ -  
 Amount due employee \_\_\_\_\_ \$ -  
 -or-  
 Amount due HCAOG (attach check) \_\_\_\_\_ \$ -

Total costs of travel \$ -

Employee Signature \_\_\_\_\_  
 Supervisor Approval \_\_\_\_\_  
 Executive Director Approval \_\_\_\_\_  
 Finance Review \_\_\_\_\_

**NOTE: Include all trip expenses including those paid with the HCAOG credit card** Last Updated: 9/14/2017

**HCAOG ITEMIZATION OF MILEAGE CLAIMED FOR REIMBURSEMENT**

DATE	TRAVEL			PURPOSE	WE #	Miles	Rate	Amount
	FROM	TO	TO					
						0	\$0.535	\$0.00
						0	\$0.535	\$0.00
						0	\$0.535	\$0.00
						0	\$0.535	\$0.00
						0	\$0.535	\$0.00
				<b>Total</b>		0		\$0.00

\* IRS increased mileage rate effective 12/13/2016

TOTAL MILES TRAVELED 0

Mileage Reimbursement Total \$0.00

**SAMPLE**

Name John Smith Date of Report 12/16/2019  
 Dates of Travel 12/4 - 12/6/2019 Destination San Diego, CA  
 Purpose of Travel California Transportation Commission Meeting

**COSTS INCURRED: PLEASE ATTACH ALL RECEIPTS**

For expenses exceeding State of CA meals/lodging reimbursement (below) charge excess amount to the General Fund column.

<http://www.dot.ca.gov/hq/asc/travel/ch3/13lodging.htm>

Work Element No. 5

	Direct Cost W.E.	General Fund Cost	Employee Funds	Total Cost
Travel: <u>Air Fare + Mileage to Airport (54 x \$0.535)</u>	\$ 896.56	\$ -	\$ 28.89	\$ 896.56
Lodging: <u>2 Nights at Hilton @ \$196.00+\$24.00 tax</u>	\$ 298.00	\$ 142.00	\$ -	\$ 440.00
Meals: <u>3 full days @ \$44.00</u> (Departed 5:00 AM Returned 7:00 PM)	\$ 132.00	\$ -	\$ 132.00	\$ 132.00
Other Expenses:	\$ -	\$ -	\$ -	\$ -
Incidentals: <u>2 x \$5.00</u>	\$ 10.00	\$ -	\$ 10.00	\$ 10.00
Parking: <u>Airport Parking 3 Days @ \$36.00</u>	\$ 108.00	\$ -	\$ 108.00	\$ 108.00
Registration: <u>(Details Here)</u>	\$ 400.00	\$ -	\$ -	\$ 400.00
Tolls: <u>(Details Here)</u>	\$ -	\$ -	\$ -	\$ -
Other: <u>(Details Here)</u>	\$ -	\$ -	\$ -	\$ -
Totals	\$ 1,844.56	\$ 142.00	\$ 278.89	\$ 1,986.56

San Diego = \$125.00 + tax per Caltrans

Advance issued to employee Date \_\_\_\_\_ Check# \_\_\_\_\_ \$ -  
 Paid With HCAOG Credit Card \$ 1,707.67  
 Total Paid by HCAOG \$ 1,707.67  
 Amount due employee \$ 278.89 Should equal Cell I33  
 -or-  
 Amount due HCAOG (attach check) \$ -

Total costs of travel \$ 1,986.56

Employee Signature \_\_\_\_\_  
 Supervisor Approval \_\_\_\_\_  
 Executive Director Approval \_\_\_\_\_  
 Finance Review \_\_\_\_\_

**NOTE: Include all trip expenses including those paid with the HCAOG credit card** Last Updated: 9/14/2017



**HCAOG ITEMIZATION OF MILEAGE CLAIMED FOR REIMBURSEMENT**

DATE	TRAVEL			PURPOSE	WE #	Miles	Rate	Amount
	FROM	TO	TO					
						0	\$0.535	\$0.00
						0	\$0.535	\$0.00
						0	\$0.535	\$0.00
						0	\$0.535	\$0.00
						0	\$0.535	\$0.00
				<b>Total</b>		0		\$0.00

\* IRS increased mileage rate effective 12/13/2016

TOTAL MILES TRAVELED           0

Mileage Reimbursement Total           \$0.00