



**SAN JOAQUIN COUNTY WORKNET
 EMPLOYMENT AND ECONOMIC DEVELOPMENT DEPARTMENT
 POLICIES AND PROCEDURES DIRECTIVE**

DIRECTIVE NO.	EFFECTIVE DATE	APPLICABILITY	PAGE
D-50	October 1, 2019	Departmental	1 of 5
SUBJECT: TRANSPORTATION, TRAVEL, AND MEALS REIMBURSEMENT POLICY			

I. PURPOSE

The purpose of this Directive is to provide guidance and direction regarding the reimbursement policy for travel as it pertains to the Employment and Economic Development Department (EEDD), in accordance with San Joaquin County's Transportation and Travel policy.

II. GENERAL INFORMATION

This policies and procedures directive serves to add specificity to San Joaquin County's Transportation and Travel Policy. The use of this policy set forth in this directive in no way supersedes the San Joaquin County policy; the San Joaquin County policy shall be the predominate policy and the EEDD Departmental Policy will serve to clarify or enhance the San Joaquin County Policy.

References:

- San Joaquin County Administrative Manual, Section 3500 through 3599
- OMB Title 2 CFR 200.474

III. POLICY

It is the policy of EEDD to process travel requests in accordance with the policies and procedures set forth in this directive and ensure compliance with the Transportation, Travel, and Meals Policy of San Joaquin County.

IV. PROCEDURE

Additional department protocol, procedures and clarifications are, hereby established to provide staff guidance and ensure compliance with the San Joaquin County policy:

1. Transportation Reimbursement:
 - a. Carpooling - San Joaquin County Policy Section 3501.15 Reimbursement – Outside the County Transportation: 2. Use of Private Vehicles:
 - i. Employees are expected to carpool whenever possible if two or more employees are traveling to the same event.
 - ii. Designated employee will be reimbursed for the use of his/her vehicle at the rate specified in the employee's bargaining unit Memorandum of Understanding.
 - iii. Mileage reimbursements will be calculated from the employee's workplace to the event/meeting and back to the employee's workplace, regardless of where the employee actually departed from or returned to.
 - iv. Mileage payments for the use of private vehicles will be limited to an airfare equivalent, unless otherwise authorized by the County Administrator.
 - v. County officials, department heads, or employees who receive a car allowance may only claim mileage for miles outside of the County.
 - vi. The employee is responsible for court fines or fees assessed on the employee due to traffic violations, including but not limited to speeding, towing, or parking violations.
 - b. EEDD Policy - For every four (4) employees traveling to the same location/event/training/meeting, one vehicle may be used to carpool and one (1) employee for each authorized vehicle will be eligible to receive mileage reimbursement and parking reimbursement. Exceptions may be made to this policy on a case-by-case basis, by the Executive Director, or designee, before the travel request is processed. Every travel request must indicate the approved employee(s) eligible to receive mileage and parking reimbursement.
 - c. Valet parking is reimbursable only when the travel destination offers no other parking option. Valet tips are not reimbursable when the valet option is used.

- d. Transportation reimbursement requested from a restaurant offsite requires a justification memo.
2. Expense reimbursement claims shall be submitted on a monthly basis. If any expense reimbursement claims are older than 60 days, a memo must be submitted stating the reason it was necessary to file a late claim. If the EEDD Fiscal Division receives a late reimbursement request without the memorandum of explanation, it will be returned to the submitter and will be processed only if resubmitted with the memorandum.
 3. Meal reimbursements:
 - a. For trips outside of San Joaquin County, and in accordance with County policy, during the first day of travel, breakfast will be allowed only if the employee leaves home before 6:00 AM (excluding the breakfast meal time). On the last day of travel, dinner will be allowed only if the employee returns home after 6:00 PM (excluding the dinner meal time). Lunch may be allowed only for those work days that the employee is outside of San Joaquin County.
 - b. Food and beverages purchased from multiple vendor locations may be aggregated for purposes of the maximum meal allowance provided the purchases occur within a consecutive one-hour period as evidenced by the time stamp on the receipts. In-between meal snacks and beverages as well as alcoholic beverage purchases are not subject to reimbursement.
 - c. A maximum 15% gratuity may be reimbursed. The 15% gratuity is calculated on the combined food purchase after applicable taxes. However, the total reimbursement amount (including taxes and gratuity) may not exceed the County's maximum reimbursement allowance (for 2019, \$14 is allowed for breakfast, \$16 for lunch, and \$26 for dinner).
 - d. If ordering a meal from room service, the cost of the meal, tax and 15% gratuity will be reimbursed, up to the maximum reimbursement allowance. The service fee is not a reimbursable item.
 - e. If a conference/meeting/training includes a continental breakfast or other meal and the employee chooses to purchase a meal instead, a justification memo is required.
 - f. In accordance with County policy, detailed original itemized receipts from the merchant must be submitted with the expense claim. A summary charge slip or bottom portion of restaurant tag will not be accepted.

4. Gratuities:

- a. Tips and gratuities are allowed for meals and transportation only. Common items *not* reimbursable include, but are not limited to, housekeeping services, bellhop, and valet driver tips.
- b. Tips are allowed on meals to a maximum of 15% of cost. For meals, tips are calculated on the total cost of the meal after applicable sales tax, but are only allowed up to the County's maximum reimbursement allowance.
- c. Tips are allowed on taxis, shuttles, and ride-share services up to a maximum of 15% of total charge.

5. Travel Requests:

- a. If the Travel Request includes more than one employee, the designated driver(s) must be identified in item 7 (Transportation) on the Travel Request.
- b. If an exception to the carpooling requirement (see 1.a above) is requested, an attachment to the Travel Request is required justifying the need for additional vehicle(s). This must be requested and approved (signed) by the respective Division Manager, and approved by the Executive Director or designee.
- c. A Travel Request form is *not* required for one-day trips, even if outside of the County, if all of the following conditions are met. A Request for Goods & Services (RGS) is required:
 - i. The travel is required by the department in the performance of its normal functions and is in the course of the employee's regularly assigned duties;
 - ii. Maximum duration of the trip is one day;
 - iii. Transportation is by County vehicle, private vehicle, or public transit;
 - iv. Total expenses other than mileage do not exceed \$100 (includes, but not limited to items such as lunch, parking, registration fee of the training/conference); and
 - v. There is no lodging expense.
- d. A justification memorandum is required to accompany all Travel Request forms if expense is over \$1,000 per employee. Attendees

must be identified in the memo and the following points must be addressed in the memorandum:

- i. Necessity for travel
 - ii. County's actual cost
 - iii. Any overtime implications
 - iv. Potential consequences if request is not approved
 - e. Only expenses approved on the initial travel request will be reimbursed. If any other expense is justified, the traveler must return to the travel coordinator and the travel request must be revised and reapproved before reimbursement will be considered.
6. Workforce Development Board (WDB) members are considered by the County to be volunteers and as such:
- a. Are not required to follow the carpooling requirement
 - b. Are not eligible to receive a travel advance
 - c. May receive mileage reimbursement from either their home or the EEDD
 - d. Will be reimbursed at the same mileage rate and meal allowance rates as employees and must follow the same requirements regarding receipts as employees
 - e. A Travel Request form is required for all WDB member travel

V. QUESTIONS REGARDING THIS DIRECTIVE

May be referred to the Executive Director of EEDD via Managers or designee.

VI. UPDATE RESPONSIBILITY

The Executive Director of EEDD and/or designee shall be responsible for updating this directive, as appropriate.

VII. APPROVED



JOHN M. SOLIS
EXECUTIVE DIRECTOR

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