

## Introduction

This is a quick reference guide to travel policies and procedures contained in the County's Travel Policy Desk Reference Manual. It is NOT meant to provide comprehensive information. Service Agreements and Contracts that include the written to comply with the County's Travel Policy. Grant-funded service agreements and contracts that authorizes in writing, the use of a different travel policy are exempted from this requirement.

## Guiding Principles

Payment of travel expenses are limited to training and business purposes that benefit the County. All expenses incurred while on County business should reflect reasonable and prudent use of public funds. Contractors should choose the most efficient, direct and economic travel options required by the occasion.

## Travel Authorization

Travel expenses submitted by the contractor are reimbursable by the County only through a written contractual obligation signed by both parties. Contractor is obligated to follow the policies and procedures described therein. Contractor shall ensure that all travel on behalf of the County is necessary and allowable prior to making any reservation or embarking on the trip.

Department Contractor Monitor approving the travel expenses shall determine:

1. if the trip is necessary
2. if the business reason for the trip is justified
3. if the business purpose could be accomplished by telephone, email or other means
4. if the estimated cost justifies the trip

## Reservations for Airfare and Car Rental

Depending on the language in the Contract, reservation required for official travel by contractor can be arranged through designated travel agency whenever practicable, or by contractor when lowest available rate can be obtained and price is comparable to those obtained from travel agency.

## Reimbursable Travel Costs

Reimbursable travel costs are limited to those that are actual and necessary.

When arranging for travel, Contractor should consider any special rates, promotions, etc., which would reduce County cost. For example, some special rates are available to those who are traveling on government business.

## Transportation Costs

In determining the mode of transportation, Contractor should consider relative costs, time efficiencies, and the number of people traveling together.

County will reimburse Contractor for standard coach airfare at the lowest available rate, and reasonable and actual add-on airline fee when submitted with receipt(s).

Contractors who use private auto for traveling on County business will be reimbursed at the current IRS published rate. When traveling to a destination with scheduled airline service, the mileage payment may not exceed the equivalent coach class airfare plus avoided mileage to/from airport and local airport parking cost. Rental car rate should be comparable to State rental car contract with low base rate. Reimbursement is limited to standard sedan or vehicle commensurate with the requirement of the trip with proper approval. The car must be turned in promptly. Additional daily charges will not be reimbursed. Current proof of auto insurance must be provided when requesting mileage or rental car reimbursement for County business.

## Travel Insurance

The Contractor assumes all risks and expenses associated with obtaining insurance deemed necessary when using a private vehicle or rental vehicle for business-related travel. The cost of such insurance is not reimbursable. It is the Contractor's responsibility to protect against damage to his/her vehicle and legal liability in the form of insurance that complies with State of California law and Insurance Code.

## Lodging Costs

Lodging expenses will be reimbursed at the actual expenses up to the federal per diem rate plus hotel tax. Itemized receipt must be provided.

## Meal Costs

Meals on authorized County business will be reimbursed at the federal meal per diem rate.

## Federal Per Diem Rate

For Travel within the Continental US, use rate listed on <http://www.gas.gov/>

- \* Includes 48 contiguous States and District of Columbia high cost locations
- \* Applies to short term travel (29 days or fewer)
- \* Use County Code ( [www.naco.org](http://www.naco.org)) search when the city is not listed and to identify if the city is in a high cost county
- \* If neither city nor county is listed, use CONUS standard lodging/meal rate

## Incidental and Other Reimbursable Expenses

Reasonable and necessary costs for other travel expenses will be reimbursed when supported by itemized receipts (if more than \$10) or other appropriate documentation. Incidental expenses incurred will be reimbursed up to GSA limit (currently at \$5 per day)

## Other Costs

Miscellaneous expenses must be itemized, and receipts must be provided for each single item of expense in excess of \$10.00.

## Non-reimbursable Expenses include:

\*Travel and related expenses performed outside the scope of contract agreement will be denied. This includes, but not limited to, travel performed:

1. prior to the execution of the agreement
2. after the expiration of the agreement
3. at a location not included in the agreement
4. during the term of the agreement, but without proper approval of contract monitor
5. travel costs in excess of those allowed within the County Travel Policy or those prescribed by the contract

\* If official business travel is interrupted for personal convenience, any resulting additional expenses shall be borne by the Contractor.

\*Airfare exceeding the lowest available price for standard coach class

\*Parking and traffic violations

\*Mileage for County vehicle

\*Mileage for commute to work

\*Emergency repairs for non-County vehicles

\*Insurance not provided for under the Travel Policy

\*Car rental Service Option and vehicle insurance

\*Tips exceeding guidelines

\*Airline club membership or credit card fees

\*Refreshments, snacks, alcoholic beverages

\*Personal travel expenses

\*Medicinal remedies, health supplies, cosmetics

\*Personal entertainment, e.g. in-room movies

\*Childcare fees; kennel/boarding fees

\*Short term airport parking exceeding long term rate

\*Incidental expenses that are to be of personal nature, extravagant, or might be considered to be unreasonable or unnecessary

## Final Accounting For the Trip

A final accounting for the trip must be provided to the department within 21 days after the end of the trip.

Travel reimbursement submitted six months after the travel ending date will not be reimbursed.

## Travel Receipts

If the contract agreement has a provision for travel reimbursement, Contractor's travel expenses submitted for reimbursement must be substantiated by valid receipts or other appropriate written evidence that show the following:

- \* Name of the establishment
- \* location of the establishment
- \* Date(s) the expense(s) incurred
- \* The type of expenses, and
- \* The amount of the expenses

The following documentation, when applicable, must be included with each travel expense report:

- \* Airline ticket - the invoice, e-ticket, or the original passenger copy of the airline ticket, regardless of amount
- \* Lodging - the itemized lodging receipt, regardless of amount
- \* Automobile rental - the original rental receipt, regardless of amount
- \* Other expenses: for all other expenses, the original receipt must be provided for any single item costing \$10 or more
- \* Other required documentation as specified in the contract



County of Santa Clara

# TRAVEL POLICY 2010 Quick Reference Guide

for Contractors



Your Contract Monitor is:

Telephone \_\_\_\_\_