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

Occasionally petty cash is used to reimburse single small expenses, and in this case, a receipt is always required.

Non-reimbursable Expenses include:
* 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 insurance & Fuel Service Option
* 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
* Incident expenses that are to be of a personal nature, extravagant, or might be considered to be unreasonable or unnecessary

Final Accounting For Trip
A final accounting for the trip must be provided to the Controller-Treasurer Department within 21 days after the end of the trip. Any over-payments arising from the excess of travel advances over actual costs must be repaid to the County at the time the final accounting is submitted. If final accounting is not submitted within 21 days, advances for future trips will not be approved. When an advance is not settled by 90 days from date of return, the County is authorized to deduct the entire amount of the advance from the employee’s wages. Also, once delinquent, any unsettled advance may be deducted from the final pay check of an employee leaving County service.
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. For further information, refer to the following Santa Clara County documents.

*Travel Policy Desk Reference Manual
*Administrative Policies and Procedures Manual, Policy #301
*Ordinance Code, Division A-31

County travel should be for business and training purposes that benefit the County. All expenses incurred while on County business should be a reasonable and prudent use of public funds. Travelers should choose the most efficient, direct and economical travel options required by the occasion.

When traveling out-of-state or internationally, a travel authorization form must be completed and approved prior to the trip. When traveling in-state, this form is only required when lodging or airfare is to be reimbursed, or when an advance is requested.

Travel within the 48 contiguous states may be approved at the Department Head or Agency/Department Head level (includes elected Officials and Board appointees). Travel outside the 48 contiguous states must be approved by the County Executive, or for certain travelers, by the Board of Supervisors in public session or by the Chair of the Board. The Sheriff and District Attorney have authority to approve travel related to extra­ditions and to trials in Hawaii and Alaska.

Travel advances cannot exceed estimated travel costs to be paid by the traveler. The minimum advance is $50.00. Employees with a P-Card or have an outstanding advance balance are not eligible for a travel advance.

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

When arranging for travel, travelers 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.

Travel reservations for all air travel, lodging, car rental and commercial ground carriers can be booked through the approved travel agency.

Reimbursable Travel Costs

<table>
<thead>
<tr>
<th>Meal</th>
<th>Per Diem Rate - (without receipts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$7.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$8.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

Extended Maximum Rate* (detailed, itemized receipts required)

<table>
<thead>
<tr>
<th>Meal</th>
<th>Extended Maximum Rate*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$14.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$16.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

*The Extended Maximum Rate may be further increased by up to $15 per day when meals are consumed in the metropolitan area of selected cities of the United States, as determined by the federal index to be high cost of living locations. (See Travel Policy Desk Reference Manual, Appendix L.)

The costs of alcoholic beverages will not be reimbursed. If "free" meals are provided by airlines, lodging facilities, or the hosts of events attended, employees are generally expected to take advantage of these meals. If an employee does not partake of such meals and requests reimbursement for an alternate meal, a written explanation and detailed receipt must be provided. (Per diem rate is not allowed.)