



AGENDA ITEM: 25-04  
DATE OF MEETING: January 22, 2025  
ACTION:   
INFORMATION:

**APPROVE REVISED POLICY FOR TRAVEL AUTHORIZATION AND REIMBURSEMENT FOR TRAVEL AND MISCELLANEOUS EXPENSES**

**SUMMARY OF REQUEST**

First 5 Riverside County Children & Families Commission has independent authority over its trust fund as designated in the Children and Families Act. The Commission policy for travel authorization and reimbursement for travel and miscellaneous expenses is revised to clarify expense reimbursement for lodging associated with conference attendance and for business meeting meals.

**BACKGROUND**

As noted in the Board of Supervisor’s D-1 policy, guiding reimbursement for general travel and other actual necessary expenses, every effort will be made to minimize travel and meeting costs by utilizing the least expensive method of travel. Additionally, travel arrangements shall be made as far in advance as possible to take advantage of discounted or reduced fares and rates.

The revised Commission policy provides further clarity of allowable lodging expenses per night, up to the maximum amount of a host hotel conference rate, to ensure compliance for auditing purposes. When applicable, the maximum hotel rate shall be capped at the host hotel’s group rate.

January 24, 2024 (Action Item #24-01)

The Commission adopted the Board of Supervisor’s D-1 policy as the Commission’s Policy (Version 3) and recognized additional authorizations to support First 5 business.

**RECOMMENDED ACTION**

That the Commission

1. Adopt the revised Commission policy for Travel Authorization and Reimbursement for Travel and Miscellaneous Expenses as presented, effective January 22, 2025; and
2. Authorize the Executive Director or designee to execute the necessary documents and actions to effectuate this action without requiring further action of the Commission.

**BUDGET IMPACT**

Not applicable.

**STRATEGIC PLAN RELEVANCE**

None.

**POTENTIAL CONFLICTS OF INTEREST**

None known.

**ATTACHMENT(S)**

1. First 5 Riverside County Travel Authorization and Reimbursement for Travel and Miscellaneous Expenses Policy – Version 4
2. Board of Supervisors D.1 Policy