



**BUSINESS AND FISCAL OPERATIONS**

**POLICY NO:**

**SUBJECT:** Travel Authorization and Reimbursement for Travel and Miscellaneous Expenses Policy (Version 4)

**FORMS:** Department Travel Authorization Form  
Department Expense Reimbursement Claim Form

**EFFECTIVE DATE:** January 22, 2025

**I. STATEMENT OF POLICY**

- A. The County Board of Supervisor's D-1 Policy is the policy of the Commission for Reimbursement of Travel expenses, and this policy provides additional authorizations to support First 5 business operations including the reimbursement of Miscellaneous Expenses (Version 4).
- B. Commission policy guides procedures and standards for reimbursement of general travel, and other actual and necessary expenses incurred by Commission members, Advisory Committee members, volunteers, and employees of First 5 Riverside County (F5RC) in the performance of official Commission business. This policy provides authorization to pay expenses directly to the reimbursement requestor or vendor.
- B. Receipts and other documentation must be presented with the appropriate claim form prior to reimbursement. Reimbursement claim forms are to be submitted monthly or when the dollar amount exceeds \$25.00.
- C. The Executive Director or designee is authorized to approve requests for travel and miscellaneous expense reimbursement for First 5 staff, Commissioners, Advisory Committee members, volunteers, or persons designated to represent the Commission. Expense reimbursements for the Executive Director shall require the approval of the Assistant County Executive Officer or designee.

## II. TRAVEL AUTHORIZATION

Executive Director or designee is authorized to approve travel-related expenses including those exceeding \$1,000.00 within or out of the State of California. A Travel Request Form must be approved in advance for travel outside of Riverside County and for travel that includes air travel, lodging, registration fees, and travel store agent fees.

## III. EXPENSE REIMBURSEMENT

- A. Allowable Expenses: Reimbursement may include registration, transportation, rental cars, miscellaneous expenses, airfare, and lodging. Actual costs for authorized travel expenses are reimbursable with itemized receipts submitted with the First 5 Riverside County Expense Reimbursement Form and/or mileage reimbursement form.
- B. Meals: Actual costs for authorized meals shall be reimbursed with itemized receipts submitted with the authorized department's Expense Reimbursement form. The maximum reimbursement for meals per day, inclusive of taxes and tips for low-cost and high-cost cities, **shall be designated per meal** as detailed in the department's authorized Expense Reimbursement Form.
- C. Lodging: When applicable, the maximum hotel rate shall be capped at the host hotel's group rate, which may on occasion exceed the County's D-1 maximum or the US Government Service Administration (GSA) rates based upon destination and season. Reservations for lodging shall be made as far in advance as possible to take advantage of discounted or reduced rates.

## IV. TRAVEL ADVANCES

Employees may request advance payment of travel costs not to exceed 80% of the estimated actual reimbursable employee expenses. The advance payment will be deducted when the employee submits the Expense Reimbursement Form.

## VII. REIMBURSEMENT FOR MISCELLANEOUS BUSINESS EXPENSES

Miscellaneous business expenses including emergency purchases shall be allowed and reimbursed on the Expense Reimbursement Form with prior written approval of the Executive Director or designee. An Expense Reimbursement Form shall be accompanied by receipts or other supporting documentation. For expenses exceeding \$25.00, the employee shall note an explanation for the expense on the Expense Reimbursement Form.

- A. Business Meetings: Meal reimbursement may be claimed for an authorized business meeting when one of the attendees is a Commissioner or employed by an agency other than First 5 Riverside County.

References:

1. County Board of Supervisors Policy D-1
2. First 5 Riverside County Travel Authorization Form

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