

**FRESNO COUNTY ZOO AUTHORITY
TRAVEL POLICY**

Adopted: March 22, 2006

The Zoo Authority shall follow each travel policy of the County of Fresno. Fresno County Administrative Policy Nos. 7, 8, 9, 10, and 11, as they now read or as they may be amended in the future, are incorporated and adopted by this reference, with the following changes:

- "County" shall be read as "Zoo Authority."
- "County Administrative Officer" or "department head" shall be read as "Administrator."
- "Board of Supervisors" shall be read as "Zoo Authority Board."
- "Auditor-Controller/Treasurer-Tax Collector" shall be read as "services by the Auditor-Controller/Treasurer-Tax Collector, as contracted by the Zoo Authority."
- "Employees" shall be read as "Board members."
- Out of state travel shall not be reimbursed.

Enc.: COF Admin. Pol. Nos. 7-11



FRESNO COUNTY BOARD OF SUPERVISORS

ADMINISTRATIVE POLICY

NUMBER 7

TRAVEL AUTHORIZATION

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Effective Date: October 1, 2002

POLICY STATEMENT

Travel for County officials and employees shall only be authorized when it is beneficial to the continued functioning of the department or when it is necessary to ensure that appropriate employees participate in mandated training conferences, meetings, and educational seminars.

MANAGEMENT RESPONSIBILITY

The County Administrative Officer is responsible for developing procedures to ensure that travel authorization and employee expense reimbursement are consistent with Board of Supervisors policy and for recommending to the Board of Supervisors an amount to be included for travel in each department's annual budget.

Department heads are responsible for authorizing travel in accordance with Board of Supervisors policies and within the amount appropriated for that purpose in the annual departmental budget. Department heads shall ensure that travel is approved only when it is beneficial to the continued functioning of the department or when it is necessary to ensure that appropriate employees participate in mandated training.

The Auditor-Controller/Treasurer-Tax Collector is responsible for auditing travel expenditures.



FRESNO COUNTY BOARD OF SUPERVISORS

ADMINISTRATIVE POLICY

NUMBER 8 AIR TRAVEL

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Effective Date: July 15, 1986

POLICY STATEMENT

Air travel may be employed for travel in connection with County business when it is the most efficient means of travel. Travel in a private aircraft operated by a County employee may be allowed when such operation is incidental to the purpose of the trip. Employees who operate a private aircraft in connection with a County business trip will be reimbursed for the actual cost paid by the employee for fuel used by the aircraft on the trip plus \$1.25 per gallon of fuel used; or an amount equal to the lowest fare on the least expensive commercial air carrier scheduled to the same location; or an amount equal to private automobile mileage computed pursuant to Board of Supervisors policy whichever amount is less. Travel in private aircraft operated by persons who are not County employees, except for flights conducted by members of the Sheriff's Aero Squadron in the performance of their official duties, travel by members of the Board of Supervisors, and charter flights flown by property certified pilots is generally prohibited. Other exceptions may be granted by the County Administrative Officer.

MANAGEMENT RESPONSIBILITY

The County Administrative Officer is responsible for developing procedures to ensure that air travel authorization and employee expense reimbursement are consistent with Board of Supervisors policy. The County Administrative Officer shall prescribe the levels of insurance, ratings, experience, and proficiency required for an employee to be authorized to operate a private aircraft in connection with a County business trip.

Department heads are responsible for authorizing air travel in accordance with Board of Supervisors policy.



FRESNO COUNTY BOARD OF SUPERVISORS

ADMINISTRATIVE POLICY

NUMBER 9 AUTOMOBILE TRAVEL

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Effective Date: June 18, 1996

POLICY STATEMENT

Travel by private automobile in connection with County business may be allowed when it is the most efficient, cost effective alternative to use of a County vehicle. Employees allowed to use private vehicles for County business must do so in accordance with applicable Management Directives. Under no circumstance shall an employee use a motorcycle for travel on County business.

The reimbursement rate for use of a private automobile on County business either within or outside of the County, shall be that rate certified by the County Administrative Officer to the Auditor-Controller /Treasurer-Tax Collector which rate shall be based upon the private auto mileage reimbursement agreement between the County and certified employee groups.

MANAGEMENT RESPONSIBILITY

The County Administrative Officer is responsible for developing procedures to ensure that automobile travel authorization and employee expense reimbursement are consistent with Board of Supervisors policies. The County Administrative Officer shall also assume responsibility for certifying the reimbursement rate for use of private automobiles on County business.

Department heads are responsible for authorizing automobile travel in accordance with Board of Supervisors policy.



FRESNO COUNTY BOARD OF SUPERVISORS

ADMINISTRATIVE POLICY

NUMBER 10 LODGING REIMBURSEMENT FOR COUNTY TRAVEL

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Effective Date: November 14, 2000

POLICY STATEMENT

Lodging expenses for out-of-state County travel will be reimbursed at actual necessary expenses.

Lodging expenses for in-state travel will be reimbursed at actual cost (single room rate), but not to exceed \$76.00 per day or \$97.00 per day in designated high cost lodging areas. In addition, when a room tax is charged, an amount equivalent to the room tax will be reimbursed.

Designated high cost lodging areas include the Los Angeles, Monterey, San Diego and San Francisco areas. In addition, the following cities are designated as high cost areas for lodging purposes: Cathedral City, Folsom, Goleta, Indian Wells, Lompoc, Montecito, Napa, Northridge, Ontario, Palm Springs, Sacramento, San Bernardino, San Luis Obispo, Santa Barbara, Santa Cruz, Simi Valley, South Lake Tahoe, Tahoe City, Thousand Oaks, Ventura, and Yosemite.

Reimbursement for up to 150% of the stated recommended lodging rates will be allowed upon proper, documented, written justification.

Specified maximum reimbursement rates may be exceeded to allow actual cost when an employee lodges at a "hosting hotel" where meetings, conferences or training sessions are held or when last minute reservations must be made due to an emergency situation. "Emergency" must be approved by the County Administrative Officer.

MANAGEMENT RESPONSIBILITY

The County Administrative Officer and Auditor-Controller/Treasurer-Tax Collector are responsible for recommending to the Board of Supervisors maximum reimbursement rates for lodging.

The Auditor-Controller/Treasurer-Tax Collector shall be responsible for auditing all expenditures for lodging and determining the amount which may be reimbursed for lodging in designated high cost lodging areas.

The Auditor-Controller/Treasurer-Tax Collector shall reevaluate market lodging rates in both high and non-high cost areas at least once every two years. Revisions of the rates or areas designated will require Board of Supervisors approval.



FRESNO COUNTY BOARD OF SUPERVISORS

ADMINISTRATIVE POLICY

NUMBER 11 MEAL REIMBURSEMENT FOR COUNTY TRAVEL/HOSTING

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Effective Date: April 23, 2002

POLICY STATEMENT

Employees will be reimbursed for meals when traveling on County business at a flat rate up to a maximum established for high and low cost areas. The maximum daily meal reimbursement rates shall be \$34.00 or \$42.00 per day in designated high cost areas. Per meal rates shall be \$7.00 for breakfast (\$9.00 in high cost areas), \$9.00 for lunch (\$12.00 in high cost areas), and \$18.00 for dinner (\$21.00 in high cost areas). These rates include an allowance for 15% gratuity.

It is the responsibility of the employee to keep track of their expenses and reimburse the County if they expend less than the per-diem rate or to report it as income.

When emergencies or unusual circumstances exist which require a department to utilize personnel on an extended shift basis, or when time for a meal break is not available, the provision of meals may be authorized by the department head.

Board of Supervisors members, department heads, assistant department heads, and County Administrative Office staff may host non-County employees' meals when doing so will facilitate the conduct of County business. Reimbursement for County employees and hosted guests will be the per diem amount.

The standard meal allowance is for a full 24-hour day of travel. If travel is for a portion of a day, such as on the day of departure or return, the full-day rate must be prorated.

No reimbursement will be made for alcoholic beverages.

MANAGEMENT RESPONSIBILITY

The County Administrative Officer and Auditor-Controller/Treasurer-Tax Collector are responsible for recommending to the Board of Supervisors maximum reimbursement rates for meals. A reevaluation of market meal costs and IRS guidelines are to be made at least once every two years by the Auditor-Controller/Treasurer-Tax Collector to the County Administrative Officer. Revision of these rates will require Board of Supervisors approval.

The Auditor-Controller/Treasurer-Tax Collector shall be responsible for auditing expenditures for meals.