



# Mendocino County

## Legislation Text

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File #: 17-0822, Version: 1

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**To: Board of Supervisors**

**From: Executive Office**

**Meeting Date:** September 19, 2017

**Department Contact:** Carmel J. Angelo

**Phone:** 4441

**Department Contact:** Janelle Rau

**Phone:** 4441

**Item Type:** Consent Agenda

**Time Allocated for Item:** N/A

**Agenda Title:**

Approval of Revised Policy No. 18, Travel and Meal Policy, to Update General Per Diem Meal and Lodging Limits to the Federal General Services Administration (GSA) Per Diem Rates

**Recommended Action/Motion:**

Approve revised Policy No. 18, Travel and Meal Policy, to update general per diem meal and lodging limits to the Federal General Services Administration (GSA) per diem rates.

**Previous Board/Board Committee Actions:**

The last update to Policy No. 18, Travel and Meal Policy, was December 11, 2007.

**Summary of Request:**

The Executive Office, in consultation with Human Resources and the Auditor-Controller, has prepared an update to County Policy No. 18, Travel and Meal Policy, in order to update Sections 4.1 and 5.2 to reflect the Federal GSA per diem rates for meals and lodging and eliminating specific dollar amounts previously included in the policy. It should be noted that all County employees traveling on County related business will continue to be encouraged to do so by the most economical means reasonably available, both in terms of financial costs as a primary focus and productive time utilization as a secondary consideration (pursuant to Section 1.1 of the Policy).

**Alternative Action/Motion:**

Do not update the policy and provide staff with further direction.

**Supplemental Information Available Online at:** N/A

**Fiscal Impact:**

**Source of Funding:** N/A

**Budgeted in Current F/Y:** N/A

**Current F/Y Cost:** N/A

**Annual Recurring Cost:** N/A

**Supervisory District:** All

**Vote Requirement:** Majority

Agreement/Resolution/Ordinance Approved by County Counsel: N/A

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CEO Liaison: Janelle Rau, Deputy CEO

CEO Review: Yes

CEO Comments:



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**FOR COB USE ONLY**

Executed By: Nadia Tipton

Final Status: **Approved**

Date: September 20, 2017

Executed Item No.: Item Number:

Note to Department:

Executed Documents Returned to

Department: Originals \_\_\_\_\_ Copies

\_\_\_\_\_ Hand Delivered \_\_\_\_\_ Interoffice

Mail \_\_\_\_\_ Executed Agreement Sent to

Auditor? Y/N