

**COUNTY OF MARIPOSA
AGENDA ACTION FORM**

CLERKS USE ONLY: Approved: _____
 Vote: Agree: 5 Denied: _____
 Res/Ord #: 89-53 Date: 2-14-89
 Agenda Item #: 9 Minute Order

The following instrument is a correct copy of the original on file in this office.
 ATTEST: MARGIE WILLIAMS
 Clerk of the Board of Supervisors, County of Mariposa, State of California
 by _____ Deputy

Department: Administration By: John W. McCamman Phone: 966-3222

AGENDA TITLE:

Discuss and determine appropriate amendments to the County travel and reimbursement policy.

RECOMMENDED ACTION: (see attached)

1. Provide for the advance of major travel expenses, excluding meals, personal car mileage and incidental expenses.
2. Require receipts for all reimbursable expenses, including meals, due to new IRS requirements for reimbursable expenses.
3. Direct the Auditor to make payments directly to vendors for major travel expenses and making Department Heads responsible for proper utilization or reimbursement.
4. Continue the mileage reimbursement rate of 25¢ per mile and provide for reimbursement of 24¢ per mile in order to avoid potential tax liability.

HISTORY OF BOARD ACTIONS:

In adopting the Personnel Policies and Procedures Handbook, the Board of Supervisors established a travel and reimbursement policy, to which amendments have been periodically made.

CONSEQUENCES OF NEGATIVE ACTION:

Existing concerns regarding the travel policy will not be resolved.

ALTERNATIVES:

1. Accept the recommended changes in the travel and reimbursement policy.
2. Discuss and determine an alternative policy.
3. Make no change to the policy.

COSTS: (X) Not Applicable
 A. Budgeted current F.Y. \$ _____
 B. Total anticipated costs \$ _____
 C. Required Add't. Funding \$ _____
 D. Source: _____

SOURCE: () 4/5ths Vote Required
 A. Other budgeted funds \$ _____
 B. Unanticipated revenues \$ _____
 C. Reserve for contingencies \$ _____
 D. Other: _____
 Balance in Reserve for Contingencies
 if Approved: \$ _____

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This Item on Agenda As:
 Recommended _____
 Not Recommended _____
 For Policy Determination _____
 Submitted with Comment _____
 Returned for Further Action _____
 A.O. Initials AW

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: GOVERNMENT OPERATIONS AND FINANCE COMMITTEE
FROM: MARGIE WILLIAMS, CLERK OF THE BOARD *mw*
RE: COUNTY TRAVEL AND REIMBURSEMENT POLICY

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on February 14, 1989

ACTION AND VOTE:

Following discussion, on motion of Erickson, seconded by Baggett, Res. No. 89-53 passed and adopted establishing a separate County travel and reimbursement policy for elected County officials and department heads to allow for one hundred percent travel advances, with warrants to be drawn payable directly to the vendors; and direction was given for the balance of the policy discussion to be referred to the Government Operations and Finance Committee. Ayes: Unanimous.

cc File
Administrative Officer
Auditor

*I will have
the back up
info we need
working on.
V.*

*TO: Board
This will be in the manual
as revised.
AP*

MARIPOSA COUNTY RESOLUTION NO. 89-53

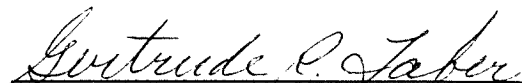
REVISING THE TRAVEL AND REIMBURSEMENT POLICY FOR ELECTED
COUNTY OFFICIALS AND DEPARTMENT HEADS

WHEREAS, the Mariposa County Board of Supervisors desires to establish a separate Travel Reimbursement Policy for Elected County Officials and Department Heads.

NOW THEREFORE, BE IT RESOLVED, by the Mariposa County Board of Supervisors, a political subdivision of the State of California, that a separate County travel and reimbursement policy be established for elected County Officials and Department Heads to allow for one hundred percent travel advances, with warrants to be drawn payable directly to the vendors.

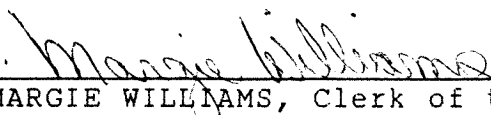
PASSED AND ADOPTED, by the Mariposa County Board of Supervisors, this 14th day of February, 1989, by the following vote:

AYES: BAGGETT, PUNTE, ERICKSON, RADANOVICH, TABER
NOES: NONE
ABSENT: NONE
ABSTAINED: NONE



GERTRUDE R. TABER, Chairman
Mariposa County Board of Supervisors

ATTEST:



MARGIE WILLIAMS, Clerk of the Board

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:



JEFFREY C. GREEN, County Counsel