

4.1 Eligibility

Pursuant to applicable government code sections, total reasonable actual single occupancy lodging expenses (except when employees share a room with other employees) and actual meal expenses (as long as they do not exceed the aforementioned per diem meal allowances) will be allowed for certain conditions and circumstances as follows:

- A. Reasonable actual lodging and meal expenses incurred by a member of the Board of Supervisors if travel is specifically authorized by Board motion or as otherwise authorized pursuant to Section 1.3.
- B. Reasonable actual expenses of a claimant as defined in Section 1.2 herein, if certified by the duly authorized officer in the manner provided in Section 1.3.
- C. Lodging expenses in excess of \$175 per night before taxes, including transient occupancy taxes, shall require prior authorization from the County Administrative Officer (CAO). **Exception: For travel in which an employee attends an approved conference and stays at the conference host hotel (utilizing a predetermined conference rate), CAO prior authorization is not required for lodging expenses in excess of \$175 per night before taxes.**
- D. Under normal circumstances, County shall not provide payment for or reimbursement of lodging expenses incurred by County employees, Board of Supervisors members, and/or other County representatives when traveling to conferences or workshops located less than three hours away from Lake County. Under limited circumstances, County Department Heads may authorize overnight stays when a conference, workshop or meeting location is less than three hours from the employee's place of work or home. While overnight stays due to travel in the course of work duties when the location is less than three hours travel time from Lake County will be infrequent, exceptions due to weather, length of conference and/or meeting and other work-related factors will be taken into account by the department head in order to determine if any overnight stay is actually necessary and can clearly be demonstrated to be in the County's and employee's best interests. Driving times will be estimated using online map web sites. In addition, **all** overnight stays at County expense by a member of the Board of Supervisors must be approved by a majority vote of the Board of Supervisors.