



Legislation Details (With Text)

File #: 18-1054 **Version:** 1 **Name:**
Type: Action Item **Status:** Agenda Ready
File created: 11/26/2018 **In control:** BOARD OF SUPERVISORS
On agenda: 12/4/2018 **Final action:**
Title: Approve Amendment to the Travel Policy Section 15 Subsection 4.1.C increasing the Threshold for Lodging Expenses Requiring County Administrative Officer Approval from "in excess of \$125 per night before taxes" to "in excess of \$175 per night before taxes"
Sponsors: Administrative Office
Indexes:
Code sections:
Attachments: 1. Travel Policy Section 15 4.1.C Rev 12-18

Date	Ver.	Action By	Action	Result
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MEMORANDUM

TO: Board of Supervisors
FROM: Carol J. Huchingson, County Administrative Officer
DATE: December 4, 2018

SUBJECT: Approve Amendment to the Travel Policy Section 15 Subsection 4.1.C increasing the Threshold for Lodging Expenses Requiring County Administrative Officer Approval from "in excess of \$125 per night before taxes" to "in excess of \$175 per night before taxes"

EXECUTIVE SUMMARY:

As you Board is aware, the current Travel Policy requires County Administrative Officer (CAO) approval for any lodging in excess of \$125 per night unless the employee is attending a conference and staying at the conference lodging hotel. The majority of County travel outside of conference attendance is to the Sacramento area. It is increasingly difficult to find any lodging in the Sacramento area within the \$125 limit, so submitting waivers to the CAO has become the norm rather than the exception. Therefore, staff recommends increasing that limit to in excess of \$175 per night.

The Travel Policy subsection 4.1 with the requested changes is attached.

FISCAL IMPACT: ___ None X Budgeted ___ Non-Budgeted
Estimated Cost:
Amount Budgeted:

Additional Requested:

Annual Cost (if planned for future years):

FISCAL IMPACT (Narrative): None

STAFFING IMPACT (if applicable): None

RECOMMENDED ACTION:

Staff recommends that your Board approve an amendment to the County Travel Policy Section 15 Subsection 4.1.C increasing the threshold for lodging expenses requiring County Administrative Officer approval from “in excess of \$125 per night before taxes” to “in excess of \$175 per night before taxes.”