

ORDINANCE NO. 10362 (NEW SERIES)

AN ORDINANCE AMENDING COUNTY OF SAN DIEGO ADMINISTRATIVE  
CODE ARTICLE XXVIa RELATING OUT-OF-COUNTY/IN-COUNTY BUSINESS

The Board of Supervisors of the County of San Diego ordains as follows:

Section 1: Article XXVIa of the County of San Diego Administrative Code is hereby amended to read as follows:

ARTICLE XXVIa OUT-OF-COUNTY/IN-COUNTY BUSINESS\*

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\*Note -- Article XXVII, TRAVEL, repealed and new Article XXVIb, EXPENSES, TRAVEL OUT OF COUNTY, and Article XXVIc, EXPENSES, IN-COUNTY TRAVEL AND NONTRAVEL, added by Ord. No. 3707 (N.S.), adopted 6-29-71; Articles XXVIb and XXVIc repealed and new Article XXVIa , TRAVEL AND NON-TRAVEL EXPENSES, added by Ord. No. 7283 (N.S.), effective 5-7-87; Article XXVIa , including title, amended by Ord. No. 7771 (N.S.), operative 8-2-90.

Cross reference(s) -- Definitions, § 20 et seq.; general rules, § 50 et seq.; chief administrative officer, § 120 et seq.

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SEC. 470. AUTHORITY TO CONDUCT OFFICIAL BUSINESS OUTSIDE THE GEOGRAPHIC BOUNDARIES OF SAN DIEGO COUNTY (OUT-OF-COUNTY BUSINESS) AND WITHIN SAN DIEGO COUNTY (IN-COUNTY BUSINESS).

- (a) Except as otherwise provided, the Board of Supervisors (Board) delegates the authority for approving specific travel requests within San Diego County (in-County business) and outside the geographical boundaries of San Diego County (out-of-County business) to the Chief Administrative Officer and individual elected officials.
- (b) For purposes of this section, the Chief Administrative Officer includes the following authorized representatives: Assistant Chief Administrative Officer/Chief Operating Officer (ACAO/COO), Deputy Chief Administrative Officer/Auditor & Controller (DCAO), Deputy Chief Administrative Officers, the Director, Health and Human Services (Agency Director) and Department Heads. Department Heads may delegate in County and out-of-County business signatory authority to Executive Management (EM or UM) level staff within their Department or Agency.
- (c) The Chief Administrative Officer, or authorized designee, may approve in-County and out-of-County travel requests and expense claims. However, personal travel requests and expense claims of authorized representatives (ACAO/COO, DCAO, or Agency Director (HHS)) require approval of the Chief Administrative Officer.
- (d) In extraordinary circumstances, travel outside of the continental United States that requires prior Board approval as defined in this section, may be taken prior to receiving approval of the Board of Supervisors. Such out-of-County business must be presented for Board ratification at the next appropriate meeting.

These administrative procedures apply only to discretionary County business travel. They do not apply to "operational travel" that occurs in the course of carrying out the functions of a department in a business as usual situation. Examples include travel by Sheriff's deputies, County attorneys, public defenders, and deputy district attorneys or their investigators in connection with a pending case, or prisoner or witness transportation.

(e) Out-of-County business must be authorized as described above in order to qualify for reimbursement of related actual and necessary expenses. Prior to being taken, any request for out-of-County business activity must be submitted to the Chief Administrative Officer, or authorized designee, for approval on a form prescribed by the Deputy Chief Administrative Officer/Auditor & Controller. Upon return, a claim containing actual and necessary expenditures will be submitted to the Chief Administrative Officer, or authorized designee, for approval prior to processing by the Deputy Chief Administrative Officer/Auditor & Controller, provided, however, that elected County officials may approve claims relating to their own approved out-of-County business.

(f) The Chief Administrative Officer, or authorized designee, may approve the following:

- Out-of-County business requests.
- Resultant claims.
- County business advances per Section 473.1.
- Unusual actual County business expenses per Section 472.1.
- Mode of transportation, including most appropriate available public carrier, per Section 474.
- Authorized County activities per Section 471.

(g) County business that is required by Federal or State law or court order shall be subject to the provisions of this Article unless otherwise specified.

(h) County officers and employees in the performance of official duties may conduct out-of-County business without specific authorization outside of the County of San Diego and into the Counties of Orange, Riverside, or Imperial. Specific approval must be obtained from the Board for travel to destinations outside of the continental United States. Incidental business travel to Mexico is exempt from this restriction and should be budgeted.

(i) When on official County business, employees will not conduct County business at the expense of persons doing or seeking to do business with the County, without prior approval of the Chief Administrative Officer, or authorized designee.

(Amended by Ord. No. 7602 (N.S.), effective 4-13-89; amended by Ord. No. 7716 (N.S.), operative 3-1-90; amended by Ord. No. 7765 (N.S.), operative 7-12-90; amended by Ord. No. 7771 (N.S.), operative 8-2-90; amended by Ord. No. 8410 (N.S.), effective 7-7-94; amended by Ord. No. 8495 (N.S.), effective 2-9-95; amended by Ord. No. 8571 (N.S.), effective 8-24-95; amended by Ord. No. 9250 (N.S.), effective 10-19-00; amended by Ord. No. 9314 (N.S.), effective 4-12-01, operative 4-30-01; amended by Ord. No. 9551 (N.S.), effective 6-5-03; amended by Ord. No. 9552 (N.S.), effective 6-5-03; amended by Ord. No. 9629 (N.S.), effective 4-15-04; amended by Ord. No. 9878 (N.S.), effective 10-18-07; amended by Ord. No. 10311 (N.S.), effective 1-2-14; amended by Ord. No. 10315 (N.S.), effective 2-6-14)

Cross reference(s) -- Chief administrative officer, § 120 et seq.; board of supervisors, § 500 et seq.

SEC. 471. DEFINITIONS.

(a) The term "persons in the service of the County" shall include all County officers and employees, including persons serving on County boards, commissions, committees, or advisory bodies; volunteers and reserves; and the Board of Directors of the San Diego County Capital Asset Leasing Corporation.

(b) The term "Chief Administrative Officer" includes authorized representatives as defined in Section 470(b).

(c) The term "authorized County activities" shall include: travel within the County of San Diego, business trips, meetings, presentations, educational courses, seminars, workshops, training and staff development sessions, field surveys and inspections, and any other activity determined by the Chief Administrative Officer, or authorized designee, to be of direct benefit to the County.

(d) The term "privately owned vehicle" shall be limited to vehicles with at least four wheels, licensed for use on public thoroughfares.

(e) The term "IRS" means Internal Revenue Service, United States Department of the Treasury.

(f) The term "GSA" means United States General Services Administration.

(g) The term "IRS mileage rate" means the business mileage rate established by the IRS.

(Amended by Ord. No. 7716 (N.S.), operative 3-1-90; amended by Ord. No. 7765 (N.S.), operative 7-12-90; amended by Ord. No. 7771 (N.S.), operative 8-2-90; amended by Ord. No. 8410 (N.S.), effective 7-7-94; amended by Ord. No. 9878 (N.S.), effective 10-18-07)

Cross reference(s) -- Definitions, § 20 et seq.

#### SEC. 472. NORMAL MAXIMUM REIMBURSABLE RATES AND AMOUNTS.

Pursuant to Sections 913 and 913.1 of the County Charter, the normal maximum rates and amounts to be paid as reimbursement for actual and necessary expenditures related to authorized County business are established in this Section and Section 472.1. The Deputy Chief Administrative Officer/Auditor & Controller shall periodically review these reimbursable rates and amounts and, as necessary, prepare adjustments for the Board's approval.

#### Transportation

The amount of reimbursement shall equal the actual cost of carrier services, including taxi-cabs, shuttles, vehicle rental and storage of vehicle.

For transportation by privately owned aircraft, the amount of reimbursement shall equal the equivalent fare for the appropriate available out-of-County public carrier as determined by the Deputy Chief Administrative Officer/Auditor & Controller. For transportation by privately owned vehicle, the reimbursable amount shall be equivalent to the fare of the most appropriate available public carrier as determined by the Deputy Chief Administrative Officer/Auditor & Controller, or the calculated actual mileage reimbursement, whichever is less. Mileage shall be reimbursed using the IRS mileage rate in effect at the County at the time of travel. In the event the IRS increases or decreases the reimbursement rate for mileage, the County will adjust its rate of reimbursement to equal the IRS rate within sixty (60) days of the effective date of the IRS increase.

When out-of-County travel is authorized using a privately owned vehicle or aircraft, the cost of the actual and necessary transportation, including parking fees at the destination shall also be eligible for reimbursement. The number of meals, nights of lodging, and days in a duty out-of-County business status shall be limited to the number which would have been required if transportation were furnished by the most appropriate available public carrier.

### Lodging

The cost of lodging is limited to the amount arranged through the approved County travel agent. If booked outside the County travel agent, reimbursement shall be limited to the lesser of the published GSA per diem rate for the time and location of travel (GSA rates can be accessed via the Auditor and Controller's website) or the actual cost incurred. For locations not specifically listed in the schedule of GSA schedule, the per diem rate for the closest location to the vicinity of travel, as determined by the Deputy Chief Administrative Officer/Auditor & Controller shall be used as the basis for reimbursement. Actual room tax may be reimbursed even if it is computed on room costs which exceed the stated rate.

Reimbursement for lodging involving the use of field camping equipment, including tents, campers, trailers, mobile homes, and similar portable or vehicular lodging equipment provided by the person in the service of the County shall be based upon the type of equipment used and the nature of the out-of-County business. Such reimbursement shall not exceed either: the amount arranged through the approved County travel agent; the relevant GSA per diem rate as determined by the Deputy Chief Administrative Officer/Auditor & Controller; a reasonable amount determined by the Chief Administrative Officer, or authorized designee; or a combination of any of the items listed above.

### Meals and Incidentals

GSA per diem rates based on the location of travel will be used for the reimbursement of meals and incidentals. These rates include any applicable tax and gratuity. Where the cost of a meal or meals is included as part of a registration charge or fee, there shall be no per diem meal reimbursement for the applicable meal period covered by such registration. Incidentals include fees and tips given to porters, baggage carriers, bellhops, hotel maids, and hotel servants in foreign countries, transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the temporary duty site. Incidental expenses do not include expenses for laundry, cleaning and pressing of clothing, lodging taxes, or personal internet and telephone charges.

No reimbursement shall be made for alcoholic beverages of any kind.

No reimbursement shall be made for breakfast unless such out-of-County travel commences from office or place of residence by 7:00 a.m. or such travel is completed by return to office or place of residence at or after 8:00 a.m.; no reimbursement shall be made for lunch unless such travel commences at or before 11:30 a.m. or is completed at or after 1:00 p.m.; and no reimbursement shall be made for dinner unless such travel commences by, or is completed at or after, 7:00 p.m. GSA first and last day meals and incidentals reimbursement rates do not apply.

### Telephone - Fax - Internet - Registration

The actual cost of business related telephone, fax, internet and registration charges or fees shall be reimbursed.

### Rental of Work or Conference Facilities

A reasonable amount determined by the Chief Administrative Officer, or authorized designee, based upon the type of meeting, course, or session, and the number of participants shall be the basis for reimbursement.

### Miscellaneous Expenses

Depending on the duration of the out-of-County business, the reimbursement for miscellaneous items such as laundry and dry cleaning shall be an amount that is determined by the Chief Administrative Officer, or authorized designee, to be reasonable and necessary for the conduct of County business. In addition to

any reimbursement for use of a privately owned vehicle, 40% of the effective IRS mileage rate or a reasonable amount determined by the Chief Administrative Officer, or authorized designee, shall be reimbursed for each mile an authorized privately or publicly owned trailer is towed on business for the County by that vehicle.

(Amended by Ord. No. 7771 (N.S.), operative 8-2-90; amended by Ord. No. 8653 (N.S.), effective 4-18-96, operative 7-5-96; amended by Ord. No. 8926 (N.S.), effective 7-16-98, operative 7-3-98; amended by Ord. No. 8930 (N.S.), effective 8-13-98, operative 7-3-98; amended by Ord. No. 8933 (N.S.), effective 8-20-98, operative 7-3-98; amended by Ord. No. 9314 (N.S.), effective 4-12-01, operative 4-30-01; amended by Ord. No. 9357 (N.S.), effective 7-17-01, operative 7-17-01; amended by Ord. No. 9359 (N.S.), effective 7-17-01, operative 7-17-01; amended by Ord. No. 9361 (N.S.), effective 7-17-01, operative 7-17-01; amended by Ord. No. 9363 (N.S.), effective 7-17-01, operative 7-17-01; amended by Ord. No. 9416 (N.S.), effective 1-10-02; amended by Ord. No. 9418 (N.S.), effective 1-10-02; amended by Ord. No. 9535 (N.S.), effective 3-7-03; amended by Ord. No. 9839 (N.S.), operative 3-30-07; amended by Ord. No. 9878 (N.S.), effective 10-18-07; amended by Ord. No. 10315 (N.S.), effective 1-7-14)

#### SEC. 472.1. UNUSUAL ACTUAL EXPENSES.

Actual incurred expenses in excess of those specified in Section 472 may be claimed and reimbursed for individual meals and lodging only under the following limited circumstances if satisfactory written justification for the necessity for incurring such expenses is submitted with the claim pursuant to Section 473. This justification is required in order to address the potential tax liability issues that arise when Internal Revenue Service standards (set out in Section 472) are exceeded.

(a) Unusual costs may be reimbursed for meals taken at a banquet, breakfast, or luncheon organized by a non-County entity where the established price of the meal usually includes facility, speaker, or other costs.

(b) Unusual costs may be reimbursed for accommodations at or near the location of the meeting or conference site involved to minimize added ground transportation expenses and facilitate the purpose for which County business has been authorized, provided that other reasonable, less expensive accommodations are not readily available. There will be no unusual cost reimbursement for lodging within the County, or for Retreats located in or outside the County organized solely for the benefit of County Employees and Officials.

The Chief Administrative Officer may approve, or may delegate to the Assistant Chief Administrative Officer/Chief Operating Officer authority to approve specific exceptions to these restrictions for unique circumstances upon presentation of satisfactory justification.

(Amended by Ord. No. 7716 (N.S.), operative 3-1-90; amended by Ord. No. 7771 (N.S.), operative 8-2-90; amended by Ord. No. 9314 (N.S.), effective 4-12-01, operative 4-30-01; amended by Ord. No. 10315 (N.S.), effective 1-7-14)

#### SEC. 473. CLAIM FOR EXPENSES.

For any expense which is reimbursable under this Article, a complete statement shall be filed with the Deputy Chief Administrative Officer/Auditor & Controller on claim or other forms prescribed by the Deputy Chief Administrative Officer/Auditor & Controller within 30 days of the date the expense was incurred. Original receipts for all individual expenditures in excess of the per diem allowance set out in Section 472 and for convention and registration fees regardless of amounts shall be filed with the statement. If an original statement is not available, the claimant must provide a description explaining

why the actual receipt is not being presented. When available, the brochure or announcement describing the activity attended shall also be filed with the claim.

(Amended by Ord. No. 7716 (N.S.), operative 3-1-90; amended by Ord. No. 9314 (N.S.), effective 4-12-01, operative 4-30-01; amended by Ord. No. 9338 (N.S.), effective 6-21-01, operative 6-22-01; amended by Ord. No. 10315 (N.S.), effective 1-7-14)

Cross reference(s) -- Claims of members of the board of supervisors, § 504.3.

#### SEC. 473.1. PREPAYMENTS.

- (a) Whenever any person in the service of the County is required to conduct business on behalf of the County, a request may be made for a prepayment of County business expenses and expenses incidental to such County business. Such a request is to be made on a form prescribed by the Deputy Chief Administrative Officer/Auditor & Controller. The minimum advance allowable is \$100.
- (b) Prepayments will be approved based on allowable maximum reimbursement per GSA per diem rates for the actual time on travel status. The times and dates for beginning and ending travel status together with the estimated lodging, meals and other expense should be accurately set forth.
- (c) Prepayments normally should be requested no later than ten (10) working days, but not more than 30 days before departure.
- (d) Upon the presentation of an approved request filed in accordance with procedures prescribed by the Deputy Chief Administrative Officer/Auditor & Controller, a warrant shall be drawn payable to such person in the amount of the prepayment.
- (e) Within 10 days after return, the person receiving such prepayment shall file with the Deputy Chief Administrative Officer/Auditor & Controller a statement per Section 473 for the County business for which a prepayment was made and pay to the County any unexpended balance. An individual may not request or receive another prepayment until any outstanding prepayments have been settled.

(Amended by Ord. No. 7771 (N.S.), operative 8-2-90; amended by Ord. No. 9878 (N.S.), effective 10-18-07; amended by Ord. No. 10315 (N.S.), effective 1-7-14)

#### SEC. 474. MODE OF TRANSPORTATION.

- (a) Unless otherwise authorized, the mode of transportation for out-of-County business shall be by the most appropriate available public carrier as determined by the Deputy Chief Administrative Officer/Auditor & Controller.
- (b) The Chief Administrative Officer may authorize County business by privately owned vehicle or aircraft in lieu of public carrier.
- (c) The head of any County office, department or institution is authorized to allow and direct any subordinate person in the service of the County who is authorized to participate in authorized County activities within the County to use a privately owned vehicle or aircraft. The Chief Administrative Officer is authorized to allow and direct such use of private conveyance for any person in the service of the County who is authorized to participate in authorized County activities within the County. Authorization shall be granted in accordance with rules and regulations and on forms prescribed by the Deputy Chief Administrative Officer/Auditor & Controller.

(Amended by Ord. No. 7716 (N.S.), operative 3-1-90; amended by Ord. No. 7771 (N.S.), operative 8-2-90; amended by Ord. No. 10315 (N.S.), effective 2-6-14)

#### SEC. 475. PRIVATE CONVEYANCE LICENSES AND INSURANCE.

Before authorization for use of a privately owned vehicle may be granted, the person in the service of the County must possess a valid California driver license and have in force current, minimum insurance for liability and property damage as specified by the State of California. Before authorization for use of a privately owned aircraft may be granted, the person in the service of the County must possess a valid aircraft operator license and have in force current, minimum insurance for liability and property damage as specified by the State of California. Authorization for both privately owned vehicles and aircraft expire on the same date as the expiration of the license and insurance coverage of the person so authorized and maybe renewed upon proof of renewal. It is the responsibility of the County Officer authorizing use of a private conveyance to verify compliance by the person so authorized with license and insurance requirements.

#### SEC. 476. FURNISHING MEALS DURING MEETINGS.

(a) The head of any County office or department, upon approval of the Chief Administrative Officer, and any member of the Board may provide at County expense or be reimbursed for the expense of providing meals to any person in the service of the County, including him or herself, when such persons in performing their duties are attending conferences or meetings, at which County business is conducted during a meal period. The cost of such meals shall not exceed the amounts specified in Section 472. Reimbursement for such expenses shall be on an exceptional basis rather than a routine basis. Meetings should be scheduled outside of meal periods whenever possible. Exceptions can be made only when it can be clearly demonstrated that the County will either directly or indirectly benefit from such expenses.

(b) Any member of the Board and head of any County office or department may provide at County expense or be reimbursed for the expense of providing refreshments to any person in the service of the County, including him or herself, when such persons in performing their duties are attending conferences, workshops, or meetings, at which County business is conducted. The cost of refreshments, including minor snacks and supplies such as cups, napkins, etc., shall not exceed \$5.00 per person unless approved by the Chief Administrative Officer, or authorized designee. This reimbursement allowance is not intended for routine meetings, but should be limited to select instances where circumstances warrant, such as offsite retreats, team building, and other special events.

(Amended by Ord. No. 9314 (N.S.), effective 4-12-01, operative 4-30-01; amended by Ord. No. 9878 (N.S.), effective 10-18-07)

#### SEC. 477. MEALS FURNISHED ON FIELD TRIPS.

Whenever during mealtime and in the performance of their duties, members of the San Diego County Grand Jury or members of non-compensated County advisory boards, commissions or committees are engaged in field inspection trips or visiting a County facility where meals are not served, the County officer responsible for such trips or visit may furnish meals at County expense to all members of the group, including County officers and employees accompanying them, or may be reimbursed for their expense of furnishing such meals. The cost of such meals shall not exceed the amounts specified in Section 472.

#### SEC. 478. MEALS FURNISHED WITHOUT CHARGE.

The officer in charge of a County facility at which meals are served, may furnish meals without charge to the following persons when such persons, in the performance of their duties or while rendering service, are present at such facility during the time when meals are being served:

- (a) A person in the service of the County or a person donating service to the County.
- (b) Members of the Grand Jury at such facility on official business.

#### SEC. 479. TRANSPORTATION, MEALS AND LODGING AND OTHER REIMBURSEMENT FURNISHED PERSONS DONATING SERVICES AND FINALISTS CONSIDERED FOR EXECUTIVE APPOINTMENTS.

(a) The head of a County office or department may provide at County expense or be reimbursed for providing transportation, meals and lodging as hereinafter specified:

(1) When a person, at the request of such head of an office or department, furnishes services to the County without compensation (other than reimbursement for actual and necessary travel expenses), and the period during which the services are performed includes mealtime, the person may be furnished a meal during such period.

(2) When a person, at the request of such head of an office or department furnishes services to the County without compensation (other than reimbursement of actual and necessary travel expenses) and the performance of said services requires that the person travel to a County facility, such person may be furnished transportation, meals and lodging necessarily incidental to the performance of such services, or may be reimbursed the expense incurred therefor. Such person may also be reimbursed unusual costs which are reasonable and necessary for the person to travel to and attend a meeting when requested by the head of an office or department, such as the cost of an attendant to care for the person while traveling to and from and attending the meeting.

(b) Where a person, at the request of the Director, Department of Human Resources, serves on a board of special examiners (consisting of one or more persons) without compensation (other than actual and necessary travel expenses), the Director may furnish at County expense or be reimbursed the expense of furnishing such person transportation, meals and lodging necessarily incidental to the performance of such services or such person may be reimbursed the expense incurred therefor.

(c) The Director, Department of Human Resources, may from time to time assign employees of the department to accompany the special examining boards at meal time for the purpose of discussing with such boards the examining procedures and other matters relating to conduct of civil service examinations. The Director may furnish at County expense a meal to such employee or be reimbursed the expense of furnishing such meal or such employee may be reimbursed the expense of furnishing such meal or such employee may be reimbursed the expense incurred therefor.

(d) The Chief Administrative Officer may authorize the head of a department or office to furnish or reimburse at County expense the costs of transportation, meals and lodging incurred by candidates appearing before an appointing authority or special examining board for appointment consideration to an unclassified executive, or unclassified management position, or other positions identified by the Director of Human Resources as requiring extraordinary scientific, professional or expert qualifications. Such candidates must have been certified as finalists in the selection process established by the Director of Human Resources for a vacant position in the classes designated above.



(e) The cost of transportation, meals and lodging furnished pursuant to this section shall not exceed the amounts specified in Section 472.

(Amended by Ord. No. 7427 (N.S.), effective 2-4-88; amended by Ord. No. 7716 (N.S.), operative 3-1-90; amended by Ord. No. 7771 (N.S.), operative 8-2-90; amended by Ord. No. 9314 (N.S.), effective 4-12-01, operative 4-30-01; amended by Ord. No. 9822 (N.S.), effective 1-9-07, operative 1-19-07; amended by Ord. No. 9929 (N.S.), effective 3-25-08, operative 3-28-08)

#### SEC. 480. FOOD FURNISHED PARTICIPANTS IN DISASTER PREPAREDNESS TRAINING EXERCISES.

Persons engaging in training exercises of the County Disaster Preparedness organization as duly enrolled members thereof, may in consideration of such services either as volunteer members, or as County employees assigned to the training and supervision of such volunteer members, be furnished at County expense, food or other refreshment.

#### SEC. 481. BAILIFFS -- WHILE KEEPING JURY.

Any officer of the County who is sworn by the Court to keep together a jury which has retired to deliberate, pursuant to Section 1128 of the Penal Code or Section 613 of the Code of Civil Procedure shall be allowed expenses for meals and lodging necessarily incidental to the performance of duties pursuant to such order.

#### SEC. 482. RESERVE DEPUTY SHERIFFS.

(a) Any Reserve Deputy Sheriff who has been directed by the Sheriff to perform voluntary service during a law enforcement or rescue mission and such service continues for four or more hours, and any Reserve Deputy Sheriff who has been directed by the Sheriff to engage in scheduled search and rescue field training exercises, shall be allowed expenses for transportation, meals, and lodging necessarily incidental to the performance of duties pursuant to such directions.

(b) The cost of transportation, meals and lodging furnished pursuant to this section shall not exceed the amounts specified in Section 472.

#### SEC. 483. MATERNAL, CHILD AND ADOLESCENT HEALTH BOARD.

(Repealed by Ord. No. 8835 (N.S.), effective 11-6-97)

#### SEC. 484. TRAVEL TO AND FROM MEETINGS.

In addition to reimbursement for allowable actual and necessary expenses as provided for in this Ordinance, members of designated boards, committees and commissions of the County of San Diego shall be paid reasonable travel expenses for actual travel to and from their usual place of business to any place of meeting of said board, committee or commission of which they are a member within the county at the mileage rate established in Section 472. The Board of Supervisors shall by resolution designate the specific boards, committees and commissions entitled to reimbursement pursuant to this provision. All

claims authorized under this section shall be prepared and submitted monthly to the to the appropriate County department payroll clerk on the proper Auditor and Controller claim form and shall contain:

- (1) Reference to this section; and
- (2) Dates, hours, location and description of the activity involved, including transportation distance.

(Amended by Ord. No. 7602 (N.S.), effective 4-13-89)

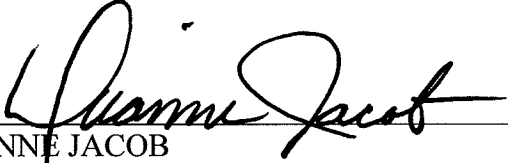
#### SEC. 485. TRAVEL ACCOMMODATIONS PROVIDED BY SPONSORS.

(Added by Ord. No. 7427 (N.S.), effective 2-4-88; deleted by Ord. No. 7765 (N.S.), effective 7-12-90)

Section 2: Effective Date. This ordinance shall take effect thirty (30) days after its adoption.

Within fifteen days after the date of adoption of this ordinance, a summary shall be published once with the name of those members voting for and against the same in the newspaper of general circulation published in the County of San Diego.

PASSED, APPROVED, AND ADOPTED by the Board of Supervisors of the County of San Diego this 2<sup>nd</sup> day of December, 2014.

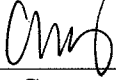
  
\_\_\_\_\_  
DIANNE JACOB  
Chairwoman, Board of Supervisors  
County of San Diego, State of California

The above Ordinance was adopted by the following vote:

AYES: Cox, Jacob, D. Roberts, R. Roberts, Horn

ATTEST my hand and the seal of the Board of Supervisors this 2<sup>nd</sup> day of December, 2014.

THOMAS J. PASTUSZKA  
Clerk of the Board of Supervisors

By   
\_\_\_\_\_  
Christina Gomez, Deputy



Ordinance No. 10362 (N.S.)

12/02/14 (38)