

ORDINANCE NO. 8926 (NEW SERIES)

**AN ORDINANCE AMENDING THE SECTION 472 OF THE ADMINISTRATIVE
CODE RELATING TO OUT-OF-COUNTY/IN-COUNTY BUSINESS**

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

Section 1. Section 472. Out-of-County/In County Business is amended to read as follows:

SEC. 472. NORMAL MAXIMUM EXPENSES.

Pursuant to Sections 913 and 913.1 of the County Charter, the maximum 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 maximum amounts authorized for reimbursement for necessary and actual expenses incurred while engaged in authorized County activities are also herein established. The following amounts (hereinafter referred to as "normal maximums") shall be the maximum amounts payable as such reimbursement except as provided in Section 472.1. The Auditor and Controller shall periodically review said maximum amounts and file any resulting recommendations for adjustments with the Board.

Transportation

Carrier services, including taxicabs, vehicle rental and storage of vehicle.....	Actual Cost
Baggage transfer..... per day	\$2.00
Privately owned aircraft, in or out-of-County	Equivalent of the fare via the most appropriate available public carrier as determined by the Auditor and Controller
Privately owned vehicle, out-of-County	(a) Equivalent of the fare via the most appropriate available public carrier as determined by the Auditor and Controller, or actual mileage at \$.29 mile, whichever is less for employees in classes designated: AE, CL, CM, CR, FS, HS, MM, PO, PR, PS, RN and SS. (b) Equivalent of the fare via the most appropriate available public carrier as determined by the Auditor and Controller, or actual mileage at \$.32 mile, whichever is less for employees in classes designated: CC, CE, CS, DA, DI, DM, DS, EC, EM, EU, MA, NR, PD, PM, SM, SW and UM.
Privately owned vehicle, in County	(a) \$.29 per mile for employees in classes designated: AE, CL, CM, CR, FS, HS, MM, PO, PR, PS, RN and SS. (b) \$.32 per mile for employees in classes designated: CC, CE, CS, DA, DI, DM, DS, EC, EM, EU, MA, NR, PD, PM, SM, SW

and UM.

When out-of-County privately owned vehicle or aircraft is authorized, the cost of 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

\$85.00 per night, plus taxes, for hotel, motel and similar lodging (includes any message service or similar separate lodging charges). Actual room tax may be reimbursed even if it is computed on room costs which exceed the \$85.00 maximum.

A reasonable amount determined by the Chief Administrative Officer, based upon the type of equipment used and the nature of the out-of-County business, not to exceed \$85.00 per night, 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.

Meals

Breakfast.....	\$ 8.00
Lunch	10.00
Dinner	17.00
Meals for one day.....	35.00

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.

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 prior to 7:00 a.m. or such travel is completed by return to office or place of residence after 8:00 a.m.; no reimbursement shall be made for lunch unless such travel commences prior to 11:30 a.m. or is completed after 1:00 p.m.; and no reimbursement shall be made for dinner unless such travel commences prior to, or is completed after, 7:00 p.m.

Telephone - Telegraph - Registration

Telephone, telegraph and registration charges or fees Actual Cost

Rental of Work or Conference Facilities

A reasonable amount determined by the Chief Administrative Officer based upon the type of meeting, course, or session, and the number of participants.

Miscellaneous Expenses

Depending on duration of the out-of-County business, for miscellaneous items such as laundry and dry cleaning, an amount determined by the Chief Administrative Officer to be reasonable and necessary for the conduct of County business. In addition to any reimbursement for use of a privately owned vehicle, \$.25 shall be paid for each mile an authorized privately or publicly owned trailer is towed on business for the County by that vehicle.

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.

Section 3. Operative Date. This ordinance shall be operative July 3, 1998 in order to implement a Memorandum of Agreement.

PASSED, APPROVED AND ADOPTED this 22nd day of June, 1998

