

Board of Supervisors Policy D-1: Travel
Authority Quick Reference Guide

Item/Activity	Approval Required
Exception to the policy	Department Head and CAO
Travel or meal reimbursement for non-county personnel	Department Head
In-county travel, including overnight lodging	Department Head or designee
Travel outside of county, but within CA and NV	Department Head or designee
Travel outside of CA and NV	Department Head and CAO or designee
Use of private vehicle	Department Head or designee
Reimbursement for fueling county vehicle	Department Head or designee
Purchase of travel cancellation coverage	Department Head
Additional baggage fees for necessary equipment	Department Head or designee
Airfare ticket change fees or fare increases	Department Head
Optional valet parking or premium airport parking	Department Head
Meals for in-county travel of county personnel	Department Head or designee
Group meals exceeding individual reimbursement rate	Department Head or designee
Alternate meal when a meal is provided as part of the authorized event	Department Head or designee
Non-refundable travel expenses when travel is canceled	Department Head
Actual costs exceeding estimates by more than the greater of 2% or \$10	Original Approving Authority