

**COUNTY OF IMPERIAL  
BOARD OF SUPERVISORS POLICY**



**Subject**

Travel Authorization and Reimbursement Policy

**Policy  
Number**

CEO-PO-002-  
2019

**Version**

1.0

**Page**

1 of 9

In accordance with Chapter 3.48 et seq. (Travel Authorization and Reimbursement) of the Codified Ordinances of the County of Imperial (“County”), the purpose is to establish rules and regulations for use in the administration of authorized persons traveling on official County business. This Policy allows advances and reimbursement for actual and necessary expenses incurred by County employees for business travel and related expenses.

**The Objectives of this Policy are as Follows:**

- To support travel costs incurred on behalf of the County for the purpose of conducting County business;
- To establish uniform criteria and approval authority for advances and reimbursement of travel expenses for County business travelers;
- To ensure all County business travelers have a clear and consistent understanding of policies and procedures for business travel;
- To provide County business travelers with a reasonable level of safety and comfort at a reasonable cost; and
- To avoid the improper use of County funds for travel that does not benefit the County.

**Definitions of Official Business and Out-of-County Travel**

Official Business of the County of Imperial: To constitute “Official Business of the County of Imperial”, the activities of an employee of the County of Imperial must clearly demonstrate that there is a valid County interest to be served or gained through the travel; and there is

- Relevance to County operations or the individual’s role in such operations; and/or
- Promotion or development of County programs, objectives, or administration; and/or
- Compliance with instructions or authorization of the Board of Supervisors.

Out-of-County Travel: “Out-of-County Travel” is defined as that reasonable necessary period of time during which a County employee is required to travel outside of the County on Official Business of the County of Imperial. This period of time will generally be measured from the time the employee leaves his or her department for Out-of-County travel until the employee returns to the department. If an employee leaves for Out-of-County Travel directly from his or her home, then the period of time will generally be measured from the time the employee departs until the employee returns to either the department or to his or her home, whichever occurs first.”

**Guiding Principles**

The intent of the Policy is to provide direction and guidance to Department Heads related to employees traveling on County business.

# COUNTY OF IMPERIAL BOARD OF SUPERVISORS POLICY



## Subject

Travel Authorization and Reimbursement Policy

**Policy  
Number**

CEO-PO-002-  
2019

**Version**

1.0

**Page**

2 of 9

All expenses incurred while traveling on County business should be a reasonable and prudent use of public funds. Travelers should choose conferences, meetings, and workshops that will result in the lowest possible cost. Cost and meeting location will be taken into account when weighing the importance and benefit of the proposed travel. Travelers should choose the most efficient, direct and economical travel options required for the occasion and any employee who chooses a different route, without adequate justification, must assume any additional expense incurred. Travel shall only be authorized for the minimum number of persons necessary to carry out the business purpose of the travel, and only for those whose job tasks are directly related to the purpose of the travel.

## **I. AUTHORIZATION FOR TRAVEL**

### **A. AUTHORIZATION BY DEPARTMENT HEAD**

All employee travel on official business of the County shall be subject to the approval of the respective Department Heads, with the exception of out-of-state travel.

1. Official Travel within the County.

For travel within the County, no lodging expenses shall be reimbursable to employees. Reimbursement for in-county meals may be approved by the County Executive Officer. With prior approval, meals included in the registration fee when attending in-county conferences will be paid. Reimbursement for in-county meals shall be allowed for members of the Board of Supervisors and the County Executive Officer. Receipts will be required for reimbursement of in-county meals. In-county transportation shall be governed under the provisions of Section III(C) of this Policy.

2. Department Heads should use the guidelines set forth in this Policy in approving employee out-of-county travel on official County business. Any travel expenses claimed for reimbursement will be reviewed by the Auditor Controller's office, and referred to the Department Head if the amount claimed exceeds the allowable amounts under this Policy.

### **B. AUTHORIZATION BY BOARD OF SUPERVISORS**

The following travel requests will require approval by the Board of Supervisors:

1. Travel within the United States, except for the states of California, Arizona, and Nevada.
2. International Travel, except for travel 100 miles or less into the States of Baja California Norte and Sonora, Mexico.

**COUNTY OF IMPERIAL  
BOARD OF SUPERVISORS POLICY**



**Subject**

Travel Authorization and Reimbursement Policy

<b>Policy Number</b>	<b>Version</b>	<b>Page</b>
CEO-PO-002-2019	1.0	3 of 9

Travel requests for this category must be submitted to the County Executive Office as a Board Agenda Item and shall include all of the information required in Section II (below).

In extraordinary circumstances, trips that require prior approval by the Board of Supervisors may be allowed, but only by obtaining prior approval of the County Executive Officer. Such authorizations must be presented as soon as practical for ratification by the Board of Supervisors.

**II. TRAVEL AUTHORIZATION PROCEDURE**

**A. REQUIRED INFORMATION**

Any travel request, including requests with no anticipated reimbursement, must be made in writing and shall include the following:

1. *REVISED* Authorization for Travel and Expenses Form (completed and signed);
2. Copies of all lodging, rental car, airline reservations/confirmations (if applicable);
3. Copies of meeting or conference agenda;
4. Copy of County Fleet Services Motor Pool Reservation (if applicable)\*;
5. Copy of Waiver/Release of Liability Form (completed and signed, if applicable, see Section IIIC(1. A. iii.);
6. Authorization to Use Privately Owned Vehicle for County Business (if applicable)\*\*;
7. Additional information, which will assist in the review process.

\*Form to be submitted to Fleet Services

\*\*Form to be submitted once and kept on file by the department. Form shall be resubmitted if/when there is a status change to an employee's vehicle and/or insurance.

**III. ALLOWABLE EXPENSES**

**A. MEALS**

County employees traveling outside the County on County related business shall be allowed to claim reimbursement for meal expenses incurred during such travel.

1. Per diem meal reimbursement shall follow the RATE SCHEDULE as set forth by United States General Services Administration (GSA), Meals and Incidental Expense Rate (M & IE Rate Schedule). Reference should be made to the most current edition of the M & IE Schedule at Website <http://www.gsa.gov/mie>.

**COUNTY OF IMPERIAL  
BOARD OF SUPERVISORS POLICY**



**Subject**

Travel Authorization and Reimbursement Policy

**Policy  
Number**

CEO-PO-002-  
2019

**Version**

1.0

**Page**

4 of 9

- Notwithstanding the provisions of Section III. A. 1. above, county employees on out-of-county travel shall refer to the following table in conjunction to the M & IE Rate Schedule.

<b>BREAKFAST</b>	<b>LUNCH</b>	<b>DINNER</b>
Breakfast per diem is allowed if employee commences out-of-County travel one (1) hour prior to their work schedule.*	<u>Lunch per diem is allowed if employee commences out-of-County travel on or before 11:30 am.</u>	<u>Dinner per diem is allowed if employee out-of-County travel ends one (1) hour after their work schedule or any time thereafter.*</u>

\* If employee's schedule includes shift work, this shall not apply.

Example: An employee's work schedule begins at 8:00 am and ends at 5:00 pm. If employee begins out-of-County travel at 7:00 am or before, the employee will receive breakfast per diem.

If employee begins travel at 11:30 am and returns at 6:00 pm, employee will receive both, lunch and dinner per diem.

- Section III. A 1 and 2 can be amended by the County Executive Officer as needed.
- If one or more meals are included as part of a conference registration fee, employee shall only be reimbursed for the remaining meals and incidental expense rate from the M & IE Rate Schedule. A copy of the conference schedule and any other conference information must be attached to the travel authorization request. Certain exceptions may be allowed in the case of medical requirements or religious beliefs.

**B. ACCEPTABLE TRIP DURATION/PERSONAL TRAVEL**

- Trip duration must be within a reasonable time before or after a business event. Employees will be held responsible for all costs resulting from trip extensions for personal reasons or for additional expenses not authorized. Extensions for personal reasons will not be charged to a Cal-Card.

**C. LODGING EXPENSES**

- The most economical and suitable accommodations available considering the purpose of the meeting and other relevant factors will be allowable. Every attempt should be made to reduce the cost of lodging, such as requesting the government rate, membership, or conference discount rates, etc.

**COUNTY OF IMPERIAL  
BOARD OF SUPERVISORS POLICY**



**Subject**

Travel Authorization and Reimbursement Policy

**Policy  
Number**

CEO-PO-002-  
2019

**Version**

1.0

**Page**

5 of 9

*No miscellaneous room charges are allowed. Employees will be held accountable and will be required to reimburse the County should a miscellaneous expense be incurred.*

3. Whenever practical, sharing of lodging accommodations by County employees on business travel is permissible.

**D. TRANSPORTATION**

All travel must utilize the most economical mode of transportation consistent with the authorized purpose of the trip. The maximum reimbursement allowable for transportation expenses shall be calculated based on the most economical mode available, and the employee shall be responsible for any additional expense incurred above that amount.

1. VEHICLES

The following provisions shall apply to the use of a county-owned or private vehicle for travel within or outside the County and is intended to be consistent with the provisions of Chapter 3.44 et seq. (County Vehicle Use) of the Codified Ordinances of the County of Imperial. When multiple employees are attending the same business activity (i.e. meetings, conference, etc.), carpooling is required, unless an acceptable explanation is provided to the Department Head.

a. County-Owned Vehicle

- i. Employees who are authorized or required to operate a County-owned vehicle must have a valid California driver's license and insurance.
- ii. In order to minimize cost, employees are encouraged to utilize County Fleet Services Motor Pool for the use of a pool vehicle. (Refer to County Fleet Services for current vehicle mileage rates).
- iii. County employees on official business with the County may be passengers in a County vehicle. In addition, non-County employees on official business may be passengers in a County vehicle provided that they have completed and signed a Waiver/Release of Liability Form obtained from the County Human Resources and Risk Management Office. All passengers shall be listed on the "Authorization for Travel and Expenses" form.



**COUNTY OF IMPERIAL  
BOARD OF SUPERVISORS POLICY**



**Subject**

Travel Authorization and Reimbursement Policy

**Policy  
Number**

CEO-PO-002-  
2019

**Version**

1.0

**Page**

6 of 9

iv. Patients, consumers or clients shall be permitted as passengers in a County-owned vehicle.

b. Private Vehicle

i. When use of a pool vehicle is not practical, travel by privately-owned vehicle is permissible if the employee's vehicle is insured under a policy of liability insurance, and the driver has a valid California driver's license. In addition, employees must submit an Authorization to Use Privately Owned Vehicle for County Business Form obtained from the County Risk Management Office. *The form shall be submitted once and kept on file by the department. The form shall be resubmitted if/when there is a change in status of the employee's vehicle and/or insurance.*

ii. In accordance with Chapter 3.48 et seq. (Travel Authorization and Reimbursement) of the Codified Ordinances of the County of Imperial, the mileage rate for payments to officers and employees for use of the privately owned vehicles in connection with any official duty or service shall refer to the rate established by the United States Internal Revenue Service - Standard Mileage Rates. Reference should be made to the most current edition of the Internal Revenue Service - Standard Mileage Rates (<https://www.irs.gov/tax-professionals/standard-mileage-rates>).

iii. The names of all employees traveling in the same privately-owned automobile should be listed on the "Authorization for Travel and Expenses" form.

c. Car Allowance Option

In accordance with a Board of Supervisors action on August 22, 2006, a car allowance option covering In-County travel is available for department heads and elected officials that do not have a County car assigned to them.

2. AIR TRANSPORTATION

a. Out-of-County travel by airplane is authorized at the lowest available (coach) rate, taking advantage of early reservation discounts wherever possible, and shall include reimbursement of reasonable baggage fees. *Business Select travel is not allowed unless there are special circumstances, and the employee can demonstrate that attempts were made to select the lowest rate. "Early Bird Check-In" is not allowed.*

**COUNTY OF IMPERIAL  
BOARD OF SUPERVISORS POLICY**



**Subject**

Travel Authorization and Reimbursement Policy

**Policy  
Number**

CEO-PO-002-  
2019

**Version**

1.0

**Page**

7 of 9

- b. The County will allow payment directly to airlines in advance of the travel date. Reimbursement to employees may also be made if the employee has paid for the tickets and provides documentation of the purchase.
- c. Requests to travel by personal vehicle where travel by airplane is the most efficient means may be authorized only where the employee can document a cost savings over the lowest available fare, or is willing to accept reimbursement of travel costs equal to those that would have been incurred by the lowest advance purchase airfare.
- d. The use of private aircraft for the conduct of county business is expressly prohibited unless prior authorization is given by the Board of Supervisors.

**3. COMMON CARRIER**

Common carrier services, including taxicabs, buses, on-demand car services such as Uber, Lyft, parking, toll roads and car rentals, when necessary, shall be allowed. Claims for payment or reimbursement for common carrier services shall be accompanied by a receipt or other voucher.

**IV. TRAVEL ADVANCES OR REIMBURSEMENTS**

Advances may be made to the employee for per-diem meals and incidental expenses for travel out-of-county lasting more than 24 hours. Travel advances shall only be requested after receiving appropriate approval. Claims for advanced per-diem shall be submitted to the Auditor-Controller's office no less than five (5) business days prior to the date of travel. Advances for payment to any travel service provider, (i.e. airline, hotel, etc.) shall be through the County purchasing process, including the use of CalCard. Use of a County issued CalCard for travel expenses shall be done in accordance with the most recently adopted CalCard Policy Manual.

In the event that payment was not made in advance, employees have the option of seeking reimbursement. To receive reimbursement, employee must submit valid original receipts including the name of the vendor date of service and actual amount charged within 60 days of return from travel or according to the individual department requirements. In no event will an expense be reimbursed if already covered by pre-paid mileage, pre-paid per diem, advance payment through Cal Card or other advance by the County.

Any per-diem meal advances made to an employee shall be returned or reimbursed to the County in the event the approved travel is canceled or shortened for any reason.

**COUNTY OF IMPERIAL  
BOARD OF SUPERVISORS POLICY**



**Subject**

Travel Authorization and Reimbursement Policy

**Policy  
Number**

CEO-PO-002-  
2019

**Version**

1.0

**Page**

8 of 9

**V. TRAVEL REIMBURSEMENT FOR BOARD OF SUPERVISORS OR BOARD APPOINTED OFFICIALS**

If travel reimbursement of Board of Supervisors or board-appointed officials is requested, the following rules shall apply and all other limitation set forth in this Policy are not applicable:

Members of the Board of Supervisors or board-appointed officials shall be allowed their actual expenses in going to, attendance at, and returning from state association meetings and their actual and necessary traveling expenses when traveling outside of the county on official business pursuant to California Government Code Section 25008. Members of the Board of Supervisors or board-appointed officials may receive reimbursement for expenses relating to travel, meals, lodging, and other actual and necessary expenses incurred in the performance of official duties. Reimbursement for such expenses is subject to the provisions of this policy and California Government Code Sections 53232.2 and 53232.3.

In accordance with California Government Code section 53232.2(c), as established in the MI&E Schedules or any publication rate, or any successor publication, shall be used to determine reimbursement rates for members of the Board of Supervisors. Types of occurrences that qualify a legislative body member to receive reimbursement of expenses relating to travel, meals, lodging and other actual and necessary expenses include the following:

1. Meeting with representatives of regional, state, national and foreign government on policy positions adopted by the Board of Supervisors;
2. Attending educational seminars designed to improve officials' skill and information levels;
3. Participating in regional, state, and national organizations whose activities affect the county's interests;
4. Attending county events;
5. Implementing a county-approved strategy for attracting or retaining businesses to the county, which will typically involve at least one staff member; and
6. Attending meetings for which a meeting stipend is expressly authorized.

In accordance with California Government Code Section 53232.2(f), all expenses that do not fall within this policy shall be considered for approval by the Board of Supervisors prior to incurring the expense, unless the expense involves a meeting in which a member of the Board of Supervisors is required to make a public report by law. All expenses must be verified by a valid original receipt, as required by California Government Code Section 53232.3(c), which includes the name of the vendor date of service and actual amount charged.



# COUNTY OF IMPERIAL BOARD OF SUPERVISORS POLICY



## Subject

Travel Authorization and Reimbursement Policy

## Policy Number

CEO-PO-002-  
2019

## Version

1.0

## Page

9 of 9

If an advance for travel expenses has been made to an individual pursuant to Section IV of this Policy, any advances made in excess of the actual expenses incurred shall be reimbursed to the County within sixty (60) days of completion of travel.

### VI. CLAIMS

1. Substantiation of all expenses shall be submitted to the Auditor-Controller's Office within sixty (60) days or according to the individual department requirements, after completion of travel. Each Department shall be responsible for assuring that the employee traveling provides a final accounting with all supporting documentation for expenses.
2. In no event will the Auditor-Controller's office process a claim for travel expenses in an amount in excess of that approved by the Department Head.

### VII. RETENTION OF RECORDS

All documentation of travel requests and approvals shall be maintained by the respective Department for a period of three years after the travel occurs.

### VIII. IMPLEMENTATION

The County Executive Officer shall be responsible for the implementation and interpretation of this Policy.

### EXHIBITS

- A. Authorization for Travel and Expenses Form
- B. County Fleet Services Form
- C. Waiver/Release of Liability Form Obtained from County Department of Human Resources and Risk Management
- D. Authorization to Use Privately Owned Vehicle for County Business



COUNTY OF IMPERIAL - AUTHORIZATION FOR TRAVEL AND EXPENSES FORM

A.) TRAVEL REQUEST

Org Key: \_\_\_\_\_ Object Code: **531040**

Department / Board (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_  
 Name of Payee: \_\_\_\_\_ Payee Vendor #: \_\_\_\_\_  
 Departure Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_  
 Return Date: \_\_\_\_\_ Return Time: \_\_\_\_\_  
 Destination (include complete address): \_\_\_\_\_  
 Organization / Sponsor: \_\_\_\_\_  
 Reason for Travel: \_\_\_\_\_

B.) APPROVAL OF TRAVEL

C.) FINAL CLAIM (receipts required)

Check  if Prev. Paid

Transportation: Airfare <input type="checkbox"/> \$ 0.00	Transportation: Airfare <input type="checkbox"/> (receipts) \$ 0.00	<input type="checkbox"/>
Vehicle: County <input type="checkbox"/> Private <input type="checkbox"/> mileage _____ @ _____ \$ 0.00 <small>(Please use current mileage rate &amp; submit driving directions indicating total miles)</small>	Vehicle: County <input type="checkbox"/> Private <input type="checkbox"/> Private- actual mileage _____ @ _____ \$ 0.00	<input type="checkbox"/>
Rental Car: \$ 0.00	Rental Car: (receipts) \$ 0.00	<input type="checkbox"/>
Lodging Hotel: nights _____ @ rate _____ \$ 0.00	Lodging Hotel: (receipts) nights _____ @ rate _____ \$ 0.00	<input type="checkbox"/>
Meals: Per Diem Method (Complete Per Diem Schedule) Days _____ x Per Diem rate _____ \$ 0.00	Meals: Per Diem Method Days _____ x Per Diem rate _____ \$ 0.00	<input type="checkbox"/>
Meals: Actual Method (Complete Per Diem Schedule)	Meals: Actual Method	
Breakfast \$ _____ x _____ days \$ 0.00	Breakfast \$ _____ x _____ days \$ 0.00	<input type="checkbox"/>
Lunch \$ _____ x _____ days \$ 0.00	Lunch \$ _____ x _____ days \$ 0.00	<input type="checkbox"/>
Dinner \$ _____ x _____ days \$ 0.00	Dinner \$ _____ x _____ days \$ 0.00	<input type="checkbox"/>
Incidental \$ _____ x _____ days \$ 0.00	Incidental \$ _____ x _____ days \$ 0.00	<input type="checkbox"/>
Registration: \$ 0.00	Registration: \$ 0.00	<input type="checkbox"/>
Other Expenses:	Other Expenses:	
Taxi & Shuttles (receipts) \$ 0.00	Taxi & Shuttles (receipts) \$ 0.00	<input type="checkbox"/>
Other: \$ 0.00	Other: \$ 0.00	<input type="checkbox"/>
<b>Total Estimated Expenses: \$ 0.00</b>	<b>Total Expenses: \$ 0.00</b>	

Funded from other Sources: Yes  No   
 Approved  Declined (see comments)

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I hereby certify that the travel detailed above was directed by me for the benefit of my department and was authorized in accordance with law and ordinances and resolution of the Board of Supervisors and that the claimant is an officer, employee or agent of my department.

Claimant:

I hereby certify that the above claim and the items as therein set out are true and correct, that no part has been presented in a prior claim and that the same is presented within 60 days after the last item has accrued or that this is an itemized account of travel expense.

Claimant Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVED FOR PAYMENT - AUDITOR-CONTROLLER \_\_\_\_\_ Date \_\_\_\_\_



**IMPERIAL COUNTY FLEET SERVICES**  
1414 State Street  
El Centro, California 92243  
fleetservices@co.imperial.ca.us (442)265-1992

## MOTOR POOL RESERVATION

<b><u>PICK UP:</u></b>	<b><u>DROP OFF:</u></b>
Date: _____ / _____ / _____	Date: _____ / _____ / _____
Time: _____	Time: _____

## REQUESTER

Department: _____	Account: _____
Driver: _____	Phone Number: _____
Email: _____	Number of Passengers: _____
Itinerary: _____	

## VEHICLE REQUEST

Sedan Midsize <input type="checkbox"/>	Sedan Fullsize <input type="checkbox"/>	SUV Midsize <input type="checkbox"/>	Truck Midsize <input type="checkbox"/>	Van Midsize <input type="checkbox"/>	Van Fullsize <input type="checkbox"/>
Special Request: <input type="checkbox"/>	_____				

## SUBMIT REQUEST

Email Motor Pool Reservations to <a href="mailto:fleetservices@co.imperial.ca.us">fleetservices@co.imperial.ca.us</a> Direct (442)265-1992 Fax (760)337-8629
--

### **GARAGE USE ONLY:**

Vehicle Number: _____	Starting Miles: _____
CAMS Reservation: _____	Ending Miles: _____
Entered by: _____	Total Miles: _____



County of Imperial

**WAIVER/RELEASE OF LIABILITY**

PLEASE READ CAREFULLY BEFORE SIGNING.  
THIS IS A RELEASE OF LIABILITY AND WAIVER OF CERTAIN LEGAL RIGHTS.

In consideration for being allowed to travel in a County vehicle on **DATE:** \_\_\_\_\_ hereby release the County of Imperial, its agents and employees from all claims for any and all liability for any injury, either real or perceived, suffered by the **NAME:** \_\_\_\_\_ or any person associated with or attending this event (**EVENT NAME:** \_\_\_\_\_) arising from or connected with the gathering. The **NAME:** \_\_\_\_\_ assumes all risk from any injuries received.

The **NAME:** \_\_\_\_\_ also agrees to the fullest extent permitted by law to indemnify, defend, protect and hold the County of Imperial and its representatives, officers, directors, designees, employees, agents, successor and assigns harmless from any and all claims expenses, liabilities causes of action, demands, losses, penalties, attorneys fees and costs, in law or equity, or every kind and nature whatsoever arising out of or in connection with the **NAME:** \_\_\_\_\_ participation in this gathering, including the Airport Cargo Feasibility Study negligent acts and omissions and/or willful misconduct, or the negligent acts and omissions and/or willful misconduct of any other persons associated with or attending the speech.

I HAVE CAREFULLY READ THE ABOVE LIABILITY RELEASE AND SIGN IT WITH FULL KNOWLEDGE OF ITS CONTENTS AND SIGNIFICANCE.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

## Authorization to Use Privately Owned Vehicle For County Business

<b>Type of Request:</b>	Initial Request <input type="checkbox"/>	Renewal (NO Policy Changes) <input type="checkbox"/>	Renewal (Policy Changes) <input type="checkbox"/>
Department Name:			Date:
Employee Name:			Division:
Position Title:			Employee #:

**I hereby certify that, while operating a privately owned vehicle for County business I will:**

1. Have a valid California driver's license. \_\_\_\_\_ (Initials)
2. Carry proof of liability insurance in my possession as per Vehicle Code VC § 160020. \_\_\_\_\_ (Initials)
3. Assure that all persons in the vehicle will wear safety belts (VC § 27315). \_\_\_\_\_ (Initials)
4. Ensure to the best of my knowledge that the vehicle is in a safe mechanical condition. \_\_\_\_\_ (Initials)
5. Maintain liability insurance coverage in force on the vehicle (s) I use on County business for **at least** the minimum amount prescribed by State Law (VC § 16451). \_\_\_\_\_ (Initials)

**I further understand the following:**

1. California Insurance Code section 11580.9(d) states that "where two or more policies affording valid and collectible liability insurance apply to the same motor vehicle or vehicles in an occurrence out of which a liability loss shall arise, it shall be conclusively presumed that the insurance afforded by that policy in which the motor vehicle is described or rated as an owned automobile shall be primary and the insurance afforded by any other policy or policies shall be excess". \_\_\_\_\_ (Initials)
2. The mileage reimbursement I claim is full reimbursement for the cost of operating the vehicle, including fuel, maintenance, repairs and both liability and comprehensive insurance. \_\_\_\_\_ (Initials)
3. Permission to drive a privately owned vehicle on County business must be authorized by my supervisor and understand it is a privilege, which may be suspended or revoked at any times \_\_\_\_\_ (Initials)
4. I shall not operate a motorcycle, mopeds, motorized scooters, or similar modes of transportation on County business. \_\_\_\_\_ (Initials)
5. I shall not borrow another person's vehicle to conduct County business. \_\_\_\_\_ (Initials)
6. I shall attach proof of my liability insurance with this form . \_\_\_\_\_ (Initials)

Employee Signature:	Date:
Department Head Signature:	Date: