



REGIONAL PARK AND OPEN SPACE DISTRICT

Policy and Procedure Manual



Policy 3.2

Training/Travel Authorizations

I. POLICY

This policy establishes a purpose and procedure for approval, payment, and/or reimbursement of necessary training and travel expenses incurred by Regional Park and Open-Space District (District) employees, for whom allowance of expenses is authorized by or pursuant to law, resolution, or County Policy due to occurrence during the performance of official County of Riverside (County/District) business.

II. PURPOSE

To provide guidance and specific direction for requesting authorization of travel and/or training of District employees; requesting reimbursement for expenses incurred during travel or training; and to allow for standardization, where possible, in accordance with Board Policies C-7 and D-1.

III. PROCEDURE

- A. Identify the course or training you are interested in attending.
- B. Fill out the Travel/Training Authorization form as outlined below. Complete all areas of the form highlighted in yellow. The electronic version of this form is programmed to calculate all totals, adjust meal allowances, and state accommodation maximums for high-cost cities, and notify you as to what level of approval will be required.
 1. In the "Employee" section, fill in your Name, Division, Position Title, Phone Number, and Supervisor.
 2. In the "Training/Conference" section, fill out the name of the Training/Conference event, the Location of the event, the Event Date(s) and Membership ID number (if applicable to the event you are attending).
 - a. Use the drop-down box to select the state in which the training/conference is located. The default selection is California. If you select a different state, a notification that "Executive Office approval is required" will be displayed on the form.
 - b. Use the "City Type" drop-down box to select whether the destination city is considered "Standard" or "High Cost." You can



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refer to County Policy D-1 for a current list of cities the Board of Supervisors considers to be “high cost.”

- c. Enter the cost for the training/conference. If this amount is greater than \$500, a notification that “Executive Office approval is required” will be displayed on the form.
3. In the “Budget” section, the first drop down box asks you to select whether your travel/ training trip is included in the budget for the fiscal year during which the travel/training will take place. Use the drop-down box to select “yes,” “no,” or “pending.”
 - a. Fill in the accounting string with the following information:
 - (1) Fund,
 - (2) Department ID, and
 - (3) Class (if applicable).
 - b. If the training is not a budgeted item, a notification that “Executive Office approval is required” will be displayed on the form.
 4. The “Travel Arrangements” section has three parts: Air Travel, Accommodations, and Transportation.
 - a. If air travel is required, fill in the following flight information:
 - (1) Airport Code for departure, arrival, and return flights,
 - (2) Dates of departure, arrival, and return,
 - (3) Flight times,
 - (4) Cost for departure and return flights, and,
 - (5) Baggage fees for departure and return flights.
 - b. If accommodations are required, fill in your check-in and departure dates.
 - (1) Provide cost information for two (2) hotel choices and list them accordingly along with the cost per night at each hotel.
 - *NOTE: If the nightly rate is greater than the approved rate for a Standard city or exceeds the limit for a High Cost city,*



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the words "OVER LIMIT" will display on the form and the total will not be calculated. In this case, you will need to select accommodations with nightly rates that do not exceed the maximum allowable amount.

- (2) After you enter two accommodation options, the least expensive option will be selected in calculating your total costs.
 - c. In the "Transportation" section, fill in information for rental vehicles (if required), ground transportation costs such as taxi or shuttle, estimated personal mileage reimbursement, and any other transportation-related costs. Keep in mind to use a County vehicle whenever possible.
 - d. For rental vehicles, be sure to include:
 - (1) The date you will pick up the vehicle,
 - (2) The daily vehicle rental rate, and,
 - (3) The vehicle return date.
 - e. The grand total for all travel costs (air travel, accommodations, and transportation) will automatically be calculated.
5. The "Meals" section will automatically display the proper per-diem amount for each meal (breakfast, lunch, and dinner) based on whether you selected a Standard or High Cost city. Fill in the number of times you will eat each type of meal during your travels and the totals will be calculated automatically. This is only an estimate. All reimbursements of meals must include detailed receipts attached to a Gen 14, Expense Reimbursement Claim form, and processed after the travel/training is completed.
6. The "Grand Total Estimated Costs", which includes the Event Fee, Grand Total Travel Costs, and Total Meals Costs, will calculate automatically. If this amount is over \$1,000, a notification that "Executive Office approval is required" will be displayed on the form.
- C. After the information has been entered, print the form. Employee signature is not required.



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- D. Complete a Form-10 for items to be paid by either purchasing or supervisor P-Card. Enter each section as a line item. Example: hotel=cost, Travel=cost, etc. Give specific instructions as to how the registration, reservations, etc., are to be paid, i.e. request a check, purchasing to pay by P-Card, etc. Reimbursements will not require a Form-10.
- E. Forward Travel/Training Authorization, Form-10 and all support documents (brochure, registration, etc.) to supervisor for signature and processing. Supervisor will forward to Area Manager or Division Manager. The Area Manager or appropriate Division Manager will forward to Department Head for approval.
 - 1. If the words "Not Required" are displayed on the signature line for the Executive Office, move forward with registering and making reservations with the Department Head as final approval.
 - 2. If the word "Required" appears on the Executive Office signature line, the package will need to be forwarded to the Executive Office for final approval.
- F. Once the package has been returned and completely approved, the reservations, registration, and arrangements can be made.
- G. Once the training or travel has been completed, create a Gen 14, Expense Reimbursement Claim form; attach the approved Travel/Training Authorization form along with all original, detailed receipts for meals and miscellaneous travel expenses, and forward for supervisor approval.

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