

DRAFT
HCAOG Travel Policies & Guidelines



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HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS
Regional Transportation Planning Agency
Humboldt County Local Transportation Authority
Service Authority for Freeway Emergencies
611 I Street, Suite B
Eureka, CA 95501
(707) 444-8208
www.hcaog.net

HCAOG Travel Policies & Guidelines

This policy is designed to establish a basis for the reimbursement of travel expenses incurred by HCAOG staff, Committee and Board members who have been approved to travel on behalf of HCAOG. It is desirable and beneficial to HCAOG and its constituents to have staff, Board and Committee members participate in state and national activities, training, and conferences related to HCAOG's core functions. Travel should provide a reasonable benefit to HCAOG operations, programs, or professional development.

All overnight travel must be approved by the Executive Director prior to travel arrangements being made.

1. Overnight Travel Expense Reimbursement Form

- 1.1 The Overnight Travel Expense Report form must be used by HCAOG staff, Board, and Committee members to record actual trip expenses. The report form should be completed within two weeks from the return date. The form should be forwarded to the Fiscal Administrative Officer for processing. Failure to submit expense reports within the required time frame may result in the traveler not being reimbursed.
- 1.2 All expenses should be clearly detailed on the Travel Expense Reimbursement Form. It is the traveler's responsibility to submit a completed report in order to receive prompt reimbursement. The report should include applicable Work Element information.
- 1.3 Receipts for expenditures must be attached to the expense report for all expenses where a receipt is practicably attainable. A receipt is mandatory for all expenses in excess of \$10 unless a satisfactory written explanation is provided. Such written explanations are subject to approval by the Executive Director.
- 1.4 Travel advances may be requested. Any travel advance shall not exceed the total estimated amount of the trip, minus any items prepaid by HCAOG, such as airfare and registration. The advance total will be deducted from any reimbursement that is due.
- 1.5 HCAOG staff, Board, and Committee members will be reimbursed for reasonable travel expenses up to the reimbursement amounts established by the California Department of Human Resources (CalHR) for non-exempt/excluded employees when such travel is authorized for reimbursement. The expenditure guidelines established in IRS Bulletin for Special Per Diem Rates should be observed as upper limits for reimbursement of non-state or federal funded travel, unless the circumstances dictate otherwise and the expense is approved by the Executive Director. Where travel is charged to a grant or restricted funding source, reimbursement shall also comply with any applicable grant or funding requirements.
 - 1.5.1 Air Travel – Air travel is to be coach class for the most direct route. Travelers are encouraged to book at least 14 to 21 days in advance to qualify for the lowest airfares. HCAOG will cover the cost if it is more cost-effective to include a Saturday stay. Travelers should consider this

option when practical. Air Travel should be paid for directly by HCAOG if possible.

- 1.5.2 Personal Auto Use – In the event that a private auto is used for the trip, mileage shall be paid at the currently established Internal Revenue Service rate. Maximum reimbursement shall not exceed the cost of using a rental car, train, or commercial airline to reach the same destination.
- 1.5.3 Ground Transportation – In using surface transportation, the least expensive alternative must be utilized where practical. For example, an airport shuttle should be used instead of a taxi. Such transportation should be used for travel to and from the airport and for reasonable business-related trips at the location.
- 1.5.4 Parking – HCAOG will reimburse the lesser of the parking cost for a personal auto left at the airport or the cost of a shuttle service or cab to and from the airport.
- 1.5.5 Personal Travel – If a traveler wishes to combine HCAOG travel with personal travel, or to travel with family members, the traveler may do so, provided that it does not exceed the cost equivalent of a single-person trip.
- 1.5.6 Rental Car – Use of rental cars must be pre-approved. HCAOG will only reimburse for the cost of renting the least expensive size vehicle necessary for the number of people traveling. Car rentals should be paid for directly by HCAOG if possible.
- 1.5.7 Meals – HCAOG will pay for meals while the traveler is in travel status. Meal reimbursement shall not exceed the applicable CalHR Reimbursement for Meal and Incidental Expenses rates.
- 1.5.8 Lodging – Travelers will be reimbursed for the cost of a moderate and reasonably priced single occupancy hotel room. Travelers should request the “government rate” when making hotel reservations. If a hotel stay is needed in connection with a conference or other education activity, lodging costs shall not exceed the maximum group rate published for the conference. If the group rate is not available, the traveler must use comparable lodging at the lowest rate available. Lodging should be paid for directly by HCAOG if possible.
- 1.5.9 Other Business-Related Expenses – Other business-related expenses that arise when traveling such as supplies, equipment rental, and other documented business-related expenses may be reimbursed when traveling on HCAOG business and used for HCAOG purposes.
- 1.5.10 Registration – Travelers requesting to attend a conference or training that requires registration should do so in sufficient time to take advantage of any discounts. Registration should be paid for directly by HCAOG if possible.
- 1.5.11 Cancellation Penalties – In the event that registration, airfare, hotel deposit, or similar items that require prepayment are paid and nonrefundable and the traveler is unable to attend, then the traveler will be

responsible for reimbursing HCAOG for all prepaid amounts, unless the inability to attend is for valid business reasons, medical reasons, or personal emergencies, as approved by the Executive Director for employees or the Executive Committee for Board and Committee members.

1.5.12 Nonallowable Expenses – HCAOG will not provide any reimbursement for personal entertainment expenses, travel expenses for family members, movies in hotels, personal items, charitable contributions, alcohol, or any other expenses not deemed necessary for business purposes. HCAOG also will not provide reimbursement for the purpose of attending political events or for expenses incurred with any private club that discriminates on the basis of race, gender, religion, sexual orientation, disability, or any other discriminatory criteria in its membership policy.

2. Local Travel and Non-Travel Expense Reimbursement Form

2.1 A Local Travel and Non-Travel Expense Reimbursement Form must be submitted to record any potentially eligible expenses. The form must be submitted together with all receipts and should be submitted within two weeks of the expense being incurred. The report must describe the item or the destination (if mileage reimbursement is requested) and the purpose. The traveler should indicate which work element each item should be charged to.

2.2 Expenses are eligible for reimbursement if they are related to and necessary to carrying out HCAOG business. They may include but are not limited to business meals or meetings, mileage, parking, and miscellaneous out-of-pocket expenses. The Executive Director may disallow any extraordinary or inappropriate expense. Whenever possible, travel should be by public transportation.

2.3 All necessary approvals must be obtained in advance, and the form must be submitted to the Fiscal Administrative Officer.

2.4 Mileage will be reimbursed in accordance with the Internal Revenue Service rate when a personal vehicle is used.

3. Penalties for falsifying expense reports include, but are not limited to the following:

- Loss of reimbursement privileges
- Restitution to HCAOG
- Civil penalties for misuse of public resources
- Prosecution for misuse of public funds
- Disciplinary action for employees

Attachment A: Overnight Travel Expense Reimbursement Form

Attachment B: Local Travel and Non-Travel Reimbursement Form

HCAOG Expense Reimbursement Form

Name:	
Location/ Reason for travel:	

Travel Claim Information											Daily Per Diem				Office Use Only		LTF	RPA	PPM
Date	Departure/ Arrival Time	Description	Lodging	Flight/ Baggage	Shuttle/ Taxi	Rental Car	Gas	Parking	Miles Traveled	Mileage \$.725/mi (if personal vehicle)	Brkfast (\$16)	Lunch (\$19)	Dinner (\$28)	Incidentals (\$5)	Total	Work Element /Task		B(\$16) L(\$19) D (\$28) .70/mi	
										\$0.00					\$0.00				
										\$0.00					\$0.00				
										\$0.00					\$0.00				
										\$0.00					\$0.00				
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				

Mileage rate for reimbursement
\$.70/mile
Meals: First day of travel
Eligible for breakfast if trip begins at or before 6:00 am
Eligible for lunch if trip begins at or before 11:00 am
Eligible for Dinner if trip begins at or before 5:00 pm
Meals: Second day of travel
Eligible for breakfast if trip ends at or after 8:00 am
Eligible for lunch if trip ends at or after 2:00 pm
Eligible for dinner if trip ends at or after 7:00 pm
Incidentals
One \$5 incidental per 24 hours
Reimbursement for Per Diem
Breakfast (\$16); Lunch (\$19); Dinner (\$28)

Less Prepaid	
Total Reimbursement	\$0.00

Employee Signature: _____
Fiscal Approval: _____

Mileage Reimbursement Worksheet

Name: _____

Date	Travel Description	Rate	Miles	Amount	WE #
		\$0.725		\$0.00	
		\$0.725		\$0.00	
		\$0.725		\$0.00	
		\$0.725		\$0.00	
		\$0.725		\$0.00	

Mileage Reimbursement Total \$0.00