



HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS
Regional Transportation Planning Agency
Humboldt County Local Transportation Authority
Service Authority for Freeway Emergencies
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AGENDA ITEM 4d
HCAOG Board Meeting
May 21, 2026

DATE: May 13, 2026
TO: HCAOG Policy Advisory Committee (PAC)
FROM: Brendan Byrd, Executive Director
SUBJECT: **HCAOG Travel Policies and Guidelines Revision**

STAFF REPORT

Contents:

- Staff's Recommended Action
- Staff Summary
- Draft HCAOG Travel Policies and Guidelines
- Resolution 26-09

Staff's Recommended Action:

Motion to be approved by consent:

“The PAC recommends the HCAOG Board adopt Resolution 26-09 approving the revised HCAOG Travel Policies and Guidelines.”

Staff Summary:

In 2017, HCAOG staff developed the HCAOG Travel Policies & Guidelines to establish guidelines for staff, Board, and HCAOG Committee members when traveling on behalf of HCAOG business, as well as to improve HCAOG's records of expenditures and invoicing documentation when requesting reimbursement from state and federal funding sources. The guidelines were recently revised to improve clarity, streamline procedures, and reduce administrative burden for both travelers and staff responsible for processing reimbursements.

The revisions also update reimbursement language to better align with current CalHR reimbursement rates and grant compliance requirements, while maintaining reasonable documentation and approval procedures. In addition, the associated reimbursement forms were revised to improve organization, simplify completion, and provide more consistent documentation for accounting and grant reimbursement purposes.

Staff is requesting that the PAC recommend that the HCAOG Board approve the revised HCAOG Travel Policies & Guidelines.