

C/CAG TRAVEL POLICY

Established on December 12, 2024

The C/CAG Travel Policy is intended to establish consistent, efficient, and effective guidelines for City/County Association of Governments of San Mateo County (C/CAG) staff and its Board Members when traveling on C/CAG business.

I. Purpose and Appropriateness of Travel

Travel on C/CAG time and at C/CAG expense will be permitted for bona fide business reasons that will benefit C/CAG. Travel for attending business conferences, services, and meetings will be permitted only if there is a clear benefit to C/CAG and there is not a more cost effective means of getting the information disseminated at the conference.

II. Reimbursement for Travel Expenses Within San Mateo County

Reimbursement for expenses incurred while traveling on C/CAG business within the San Mateo County (County) limits is limited to conference registration, transportation costs, and actual costs of expenses reasonably incurred in the performance of official duties. However, expenses incurred to attend C/CAG Board meetings and committee meetings are not reimbursable.

Whenever practical, C/CAG staff and Board Members are encouraged to carpool or use public transportation for C/CAG related business travel within the County limits.

III. Reimbursement for Travel Expenses Outside San Mateo County

Reimbursement for expenses incurred while traveling on C/CAG business outside San Mateo County limits shall include:

- Meals (see section IV.e below for further restrictions)
- Lodging
- Transportation
- Incidentals (e.g. tips, baggage transfers). Such expenses must be necessary and reasonable.

IV. All Travel

When traveling on C/CAG time and at C/CAG expense, staff and Board Members should adhere to the following:

a. Advance Planning

Business travel should be planned in advance whenever possible to obtain the lowest possible rates. Reduced rates and fares can generally be obtained by booking in advance.

b. Lodging

Government and group rates offered by a provider of lodging services shall be used when available. If such rate is not available, the maximum reimbursement rate shall be limited to the Continental United States (CONUS) current rate as set forth in the Code of Federal Regulations or double the amount of the CONUS current rate for CONUS designated high cost of living metropolitan areas. If the lodging is in connection with a conference or organized educational

activity, reimbursement for lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available at the time of booking. If such rate is not available, the maximum reimbursement rate shall be limited to double the amount of the CONUS current rate or the group rate, whichever is higher.

Current CONUS rates can be found at www.gsa.gov/perdiem.

c. Air Transportation

Staff and Board Members shall use coach or economy classes of air travel accommodations.

d. Ground Transportation

Staff and Board Members shall use the least expensive and most efficient form of ground transportation (including carpooling and public transportation). Employees receiving a biweekly transportation allowance are not eligible to claim reimbursement for ground transportation travel expenses incurred within County of San Mateo and the City and County of San Francisco.

e. Meals

Reimbursements will only be provided for meals incurred for self during business travel when all of the following criteria are satisfied:

- The meal was purchased outside of the County limits; and
- The cost of the meal was reasonable and not excessive

The maximum reimbursement for the actual cost of travel related meals for self will be limited to CONUS except that for CONUS designated high cost of living metropolitan areas the maximum reimbursement rate shall be limited to double the amount of the CONUS current rate.

f. Weekend Travel

Reimbursement for Saturday or Sunday travel will be made when adequate justification is provided on the staff and/or Board Members expense reimbursement form.

g. Out-of-State Travel

All out-of-state travel for meetings and conferences must be approved by the Executive Director.