



Staff Transportation and Travel Policy

I. Travel, Request Forms and Reimbursement

- A. The County's Administrative Manual 3500 – Transportation, Travel & Meals policy shall apply to all non-executive staff travel approved on or after December 8, 2023.

- B. The Chief Executive Officer (CEO) may approve exceptions to the County policy when one is required due to extenuating circumstances. Any request for an exception must document the circumstances, the need for the exception and the exception may apply only to the extent of actual costs incurred, provided such costs are deemed to be ordinary and necessary under the circumstances. The merit of any request for exception shall be based on the CEO's sole judgement and is not subject to appeal.
 - 1. In the event a traveler cannot provide a receipt(s), the CEO may authorize reimbursement based on the use of a signed affidavit for the amount and the reason for no receipt.

II. Board of Retirement and Executive Staff

The rules governing travel for the Board of Retirement and Executive Staff of SJ-CERA are contained in the Trustee and Executive Staff Travel Policy.

III. Law Prevails

In the event a conflict between this policy and the County Employees Retirement Law, the Public Employees' Pension Reform Act, or other applicable state or federal law arises, the law shall prevail.

IV. Policy Review

Staff shall review this Policy at least once every three years to ensure that it remains relevant, appropriate, and in compliance. Any revisions or amendments to this policy must be approved by the Board of Retirement in accordance with the bylaws.

V. History

06/11/1993	Adopted
11/07/2008	Revised
06/29/2018	Reviewed, no content changes required; Staff corrected section cross-references and modified format.
04/12/2019	Policy Review section amended to at least once every three years
07/12/2019	Amended to eliminate redundancy, and references to volunteers

07/08/2022 Added Law Prevails section; Increased daily meal allowance
12/08/2023 Amended SJCERA specific travel requirement; require non-executive staff follow County's travel policy

Certification of Board Adoption:



12/08/2023

Clerk of the Board

Date