



## County of Santa Clara

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**Policy Type:** Administrative

**Category:** Travel

**Policy Name:** Travel Policy

**Policy Owner:** Controller-Treasurer Department

### **Policy Purpose**

The purpose of this policy is to provide County employees with the [Santa Clara County Travel Policy](#) and other forms regarding travel related to County business.

### **Policy Summary**

The [Santa Clara County Travel Policy](#) provides guidelines and establishes procedures for County employees and others incurring authorized business travel expenses on the County's behalf.

The Santa Clara County Ordinance, Division A-31 authorizes travel for business purposes, on the County's behalf. The ordinance allows advances and reimbursement for actual and necessary expenses incurred by County employees and others for business travel and related expenses. The ordinance also states that specific policies, procedures and guidelines are provided in the [Santa Clara County Travel Policy](#). The County Ordinance on travel can be found in Appendix A.

Effective July 1, 2019, contract provisions that allow travel claims to be submitted for contractors/vendors will not be included in any new County contracts. Departments that believe travel reimbursements should be covered by the County may consider incorporating those expenses in the



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contract fees/rates charged by the contractors/vendors at the time of negotiations. This change is effective for all new agreements with contractors/vendors approved as of July 1, 2019. For more information regarding this change, see the April 22 2019, Travel Claims for Contractors/Vendors Memo - [\[url\]/sites/policies/FormsrelatedtoPolicies/Travel-Claims-Memo-to-Fiscal-Officers-042219.pdf](#)

### **Procedures**

See the Santa Clara County Travel Policy. The Santa Clara County Travel Policy can be found online at <https://sccconnect.sharepoint.com/sites/controller/Controller-Treasurer%20Policies%20and%20Procedures/Travel%20Policy/SitePages/Travel-Policy.pdf>.

### **Definitions**

None.

### **Frequently Asked Questions**

None.

### **Related Policies**

- Comprehensive Vehicle Policy – Board Policy 3.52 - <https://saecommon.sccgov.org/countypolicy/Board-Policy-3.52-Comprehensive-Vehicle-Policy.pdf>



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- Policy Statement on Expense Reimbursement and Use of Public Resources - Board Policy 3.19 - <https://saecommon.sccgov.org/countypolicy/Board-Policy-3.19-Expense-Reimbursement.pdf>
- Travel of the Board of Supervisors – Board Policy 2.3 - <https://saecommon.sccgov.org/countypolicy/Board-Policy-2.3-Travel-of-the-Board-of-Supervisors.pdf>

### Related Forms and Information

- Controller-Treasurer’s Travel Policy website, including the policy, appendices, and related documents - <https://sccconnect.sharepoint.com/sites/controller/Controller-Treasurer%20Policies%20and%20Procedures/Travel%20Policy/SitePages/Travel-Policy.pdf>
- April 2019 Travel Claims for Contractors/Vendors Memo - [\[url\]/sites/policies/FormsrelatedtoPolicies/Travel-Claims-Memo-to-Fiscal-Officers-042219.pdf](#)
- May 2018 Travel Policy Memo - Changes in Travel Policy - <https://sccconnect.sharepoint.com/sites/controller/Controller-Treasurer%20Policies%20and%20Procedures/Travel%20Policy/SitePages/Travel-Policy.pdf>
- May 2018 Travel Policy Memo - Changes in Travel Related Forms Due to Updates in Travel Policy - <https://sccconnect.sharepoint.com/sites/controller/Controller-Treasurer%20Policies%20and%20Procedures/Travel%20Policy/SitePages/Travel-Policy.pdf>



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- Appendix C – Tipping Allowances -  
<https://sccconnect.sharepoint.com/sites/controller/Controller-Treasurer%20Policies%20and%20Procedures/Travel%20Policy/Documents/Appendix%20C%20Tipping%20Allowances.pdf>
- Attendance Certification -  
[url]/sites/forms/controller/ControllerCountywideforms/attendance-certification-form.pdf
- Exemption Certificate for Government Agencies (TOT Waiver) -  
[url]  
/sites/forms/controller/ControllerCountywideforms/Exemption%20Certificate%20for%20Government%20Agencies.xls
- Mileage Chart – California -  
[url]/sites/policies/FormsrelatedtoPolicies/Mileage-Chart-California.pdf
- Mileage Chart – County -  
[url]/sites/policies/FormsrelatedtoPolicies/Mileage-Chart-County.pdf
- Mileage Reimbursement Form-  
[url]  
/sites/forms/controller/ControllerCountywideforms/Mileage%20Reimbursement%20Form.xls
- Mileage Reimbursement Guidelines -  
<https://sccconnect.sharepoint.com/sites/controller/Controller-Treasurer%20Policies%20and%20Procedures/Travel%20Policy/SitePages/Travel-Policy.pdf>
- Mileage Reimbursement Rate - IRS Standard Mileage Rates -  
<http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates>



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- New Mileage Reimbursement Rate, Effective January 1, 2019 -  
[url]/sites/policies/FormsrelatedtoPolicies/Memo-New-Mileage-Rate-122418.pdf
- Quick Reference Guide -  
<https://sccconnect.sharepoint.com/sites/controller/Controller-Treasurer%20Policies%20and%20Procedures/Travel%20Policy/SitePages/Travel-Policy.pdf>
- Quick Reference Guide for Contractors -  
<https://sccconnect.sharepoint.com/sites/controller/Controller-Treasurer%20Policies%20and%20Procedures/Travel%20Policy/SitePages/Travel-Policy.pdf>
- Reimbursement on Extended Travel for Saturday Stayover -  
[url]  
/sites/forms/controller/ControllerCountywideforms/Reimbursement%20on%20Extended%20Travel%20For%20Saturday%20Night%20Stay%20Over.xls
- Requesting Travel Authorization Using DocuSign – October 13, 2017 Memo from the Controller-Treasurer -  
<https://sccconnect.sharepoint.com/sites/controller/Controller-Treasurer%20Policies%20and%20Procedures/Travel%20Policy/SitePages/Travel-Policy.pdf>
- Santa Clara County Restricted Travel Reference List -  
[url]/sites/policies/FormsrelatedtoPolicies/Santa-Clara-County-Restricted-Travel-Reference-List.pdf
- Santa Clara County Vehicle Accident Incident Report -  
[url]



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/sites/forms/esa/LiabilityandPropertyInsuranceCountywideForms/VehicleAccidentIncidentReport.pdf

- Travel Authorization -  
[url]  
/sites/forms/controller/ControllerCountywideforms/Travel%20Authorization%20form.xlsx
- Travel Exceptions -  
[url]  
/sites/forms/controller/ControllerCountywideforms/Travel%20Exception%20form.xlsx
- Trip Expense Voucher -  
[url]  
/sites/forms/controller/ControllerCountywideforms/Trip%20Expense%20Voucher.xls

### History

Date	Changes Made
4/26/2019	Added April 22, 2019 Memo Regarding Travel Claims for Contractors / Vendors.
1/14/2019	Links updated. (David Bruno)
10/9/2018	Links updated. (David Bruno)
5/1/2018	Policy uploaded.
4/3/2018	Policy amended. <a href="#">View legislative file.</a>
7/13/2016	Changed Name to "Travel Policy". (Kyle Larson)
2/27/2014	Policy Uploaded. (Kyle Larson)