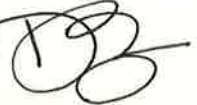


memorandum

_____ April 4, 2013

TO: LAFCO Commissioners
FROM: Jurg Heuberger, AICP, CEP, Executive Officer BY: Danielle Bruce, Clerk
RE: TRAVEL POLICY AND AFFIDAVIT



Dear Commissioners:

In accordance with LAFCO's ability to be independent and establish its own procedures, we are hereby updating our travel policies both to comply with renewed IRS Meals & Incidental Expenses (M&IE) rates and Standard Mileage rates, and maintain organization in our travel reimbursement procedures.

Attached hereto, please find an updated draft resolution (new resolution #2013-01) referencing the updated meal reimbursement rates and mileage rates for travel expenditures. Also, please note the revision under "Per Diem", section d, which discusses the preference of a vehicle over airfare.

Also attached, please find the newly created Travel Affidavit which will be required in exchange for a reimbursement check (other than the standard per diem).

Thank you.

APN

PROJECT ID No.

FILE ID No.

JH\DEB\LAFCO\Correspondence\2013\Memo to Commission re_Travel Policy and Affidavit 04-04-13.docx

TRAVEL AFFIDAVIT

for the Imperial Local Agency Formation Commission (LAFCO)

To the extent allowed, LAFCO will pay directly for hotels, registration, and airfare.

All additional travel charges will be reimbursed at the per diem rate, directly to the commissioner/staff member.

Any charges incurred to another agency (County, City, etc.) will become the responsibility of the individual to reimburse said agency. (This includes but is not limited to vehicles and credit cards.)

All checks for reimbursements will be paid to the individual commissioner/staff member.

For any reimbursement other than the standard per diem, a receipt and affidavit will be required.

BY SIGNING BELOW, I ACKNOWLEDGE AND AGREE THAT I ADHERED TO THE ABOVE TRAVEL POLICY AS PRESCRIBED BY IMPERIAL LAFCO.

Print Name

Position

Signature

Date

TO BE COMPLETED BY LAFCO STAFF ONLY

Purpose of Travel:

Meeting

Staff Workshop

Annual Conference

Specify Meeting: _____

Travel Date(s): _____

Total Reimbursed: \$ _____

Completed By: _____

Date: _____

RESOLUTION (2013-01) OF THE LOCAL AGENCY FORMATION COMMISSION OF THE COUNTY OF IMPERIAL MAKING A DETERMINATION AND APPROVING POLICIES ON PER DIEM AND TRAVEL FOR THE LAFCO

RESOLVED, by the LOCAL AGENCY FORMATION COMMISSION of the County of Imperial, State of California, that

WHEREAS, AB 2838 known as the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, section 56000 et. seq, requires the Commission to become independent and establish its own operating systems, procedures, protocols, etc.; and

WHEREAS, the Imperial County LAFCO intends to function in compliance with AB 2838 as an independent agency, while minimizing the cost of independence; and

WHEREAS, an area that has not been adequately addressed is the "per diem" reimbursement procedure, as the Commission has continued to follow the County's example; and

WHEREAS, the Executive Officer of LAFCO has reviewed and prepared a report on said process.

NOW THEREFORE, BE IT DETERMINED, ORDERED AND RESOLVED as follows:

After reviewing other LAFCO policies and some of the City policies, the Executive Officer has recommended and the Commission herewith adopts the following policy on "per diem" and "out of county" travel:

Per Diem:

- a) Mileage is to be at the revised IRS rate in effect at the time. This may be adjusted by the Commission if a higher rate is allowed by IRS standards.
- b) Meals are to be paid at \$12.00 for breakfast, \$18.00 for lunch, and \$36.00 for dinner. Breakfast is qualified if departure is prior to 7:00 AM and dinner if return is after 6:00 PM.
- c) Hotel accommodations are to be paid at cost, with receipt required if charged by participant. Hotel accommodations should generally be arranged and paid for in advance by the LAFCO accountant.
- d) Travel is to be via the most economical and safest means. Travel will be paid at cost, either by payment of mileage or by payment of airfare or other transport. If travel by vehicle is elected over airfare, then re-imbusement for mileage shall not exceed equivalent airfare costs.

- e) General reimbursements for out of pocket expenses (for example: purchase of documents at conference) is to be paid at cost with receipt required.
- f) Parking is to be paid at cost.
- g) Payment vouchers or checks are to be signed by the LAFCO accountant and either the Executive Officer or the Chairman, provided that neither can sign for his/her own reimbursement.

Out of County Travel Policy:

- a) The Commission or any combination of Commissioners, including alternates, may attend the annual CALAFCO conference, or any other meeting or conference dealing with LAFCO matters, provided there is funding available.
- b) The Executive Officer, the LAFCO staff and counsel may attend any CALAFCO conference, meeting or seminar as necessary and appropriate, provided funding is available.
- c) Travel shall at all times be pre-scheduled and if at all possible pre-paid, to assure there are adequate funds.
- d) The Executive Officer may attend any meeting concerning LAFCO business as necessary.

PASSED, ADOPTED AND APPROVED this **25th** day of **April, 2013** by the following roll call votes:

AYES:

NAYES:

ABSENT:

Ray Castillo, Chairman

Jurg Heuberger, Executive Officer