### Agenda Item: Approval of the Board travel form per section 2.04.090 of the Sierra County Code.

**Supportive Documents Attached:**
- Memo
- Resolution
- Agreement
- Other
- Recommended Board Travel Form

**Background Information:** County Code requires the Board to approve their travel form (2.04.090 4 D). Attached is the Auditor’s recommendation. If the Board approves the form we will make it available in both an excel spreadsheet or fillable pdf. A paper version will also be available.

**Funding Source:** Board Budget

**General Fund Impact:** No General Fund Impact

**Other Fund:**
- Amount: $ N/A

**Are Additional Personnel Required?**

- Yes, -- --
- No

**Is This Item Allocated in the Budget?**

- Yes
- No

**Is a Budget Transfer Required?**

- Yes
- No

**Board Action:**
- □ Approved
- □ Approved as amended
- □ Adopted
- □ Adopted as amended
- □ Denied
- □ Other
- □ No Action Taken
- □ Set public hearing
  - For: ________________
- □ Direction to: ________________
- □ Referred to: ________________
- □ Continued to: ________________
- □ Authorization given to: ________________
- Resolution 2019- ____________
- Agreement 2019- ____________
- Ordinance ________________
- Vote:  
  - Ayes:
  - Noes:
  - Abstain:
  - Absent:
  - □ By Consensus

**Comments:**

- 
  
  
  
  

**Clerk to the Board**

**Date**
### Sierra County
Board of Supervisor's Reimbursement and Travel Expense Form

**TRAVEL REIMBURSEMENT**

#### EVENT INFORMATION

- **Event Title:**
- **Location:**
- **Departure Date/Time:**
- **Return Date/Time:**

#### Board Member Reimbursement of County Expenses Paid from Personal Funds or Credit Card

<table>
<thead>
<tr>
<th>Description</th>
<th>Dates</th>
<th>Number Needed</th>
<th>Amount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Parking Fees</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Car Rental</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Bridge Tolls</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Air Fare</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total Travel</strong></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Per Diem</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Breakfast (before 7am)</td>
<td></td>
<td>14.00</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Lunch</td>
<td></td>
<td>16.00</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Dinner (after 7pm)</td>
<td></td>
<td>26.00</td>
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<td>0.00</td>
</tr>
<tr>
<td><strong>Total Per Diem</strong></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Mileage</td>
<td></td>
<td>0.580</td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

#### Total Non-Travel Reimbursement

- **Total:** -

#### SIGNATURES

- **Board Member:**
  - Date:
  - I certify (or declare) under penalty of perjury that the foregoing is true and correct.
- **Board Chair:**
  - Date:

For Official Use:

**ORGKEY**

1. **CONFERENCE**
2. **Total Travel Expense**
3. **Orgkey**
4. **0.00**