



**Contra
Costa
County**

To: Board of Supervisors
From: David Twa, County Administrator
Date: September 27, 2016

Subject: Reimbursement and Payment for Expenses

RECOMMENDATION(S):

AUTHORIZE the Auditor-Controller to issue vendor payment and reimburse employees for expenses incurred upon the approval of the County Administrator not to exceed \$5,000 per request.

FISCAL IMPACT:

Any expenses incurred will be absorbed by the operating department.

BACKGROUND:

On December 15, 1992, the Board of Supervisors approved an action authorizing "the Auditor-Controller to reimburse employees for expenses incurred at the request of the County Administrator not to exceed \$500". The County Administrator has been using the authority of the December 15, 1992 Board order since that date. The Auditor-Controller reviewed his practices and asked the County Administrator's Office to request new authority making it clear that the \$500 was for each incident and not intended to be cumulative.

Upon review staff confirmed that, although infrequently, employees and departments do still submit demands to the Auditor-Controller for expenses that are not explicitly

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/27/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II
Supervisor
Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 27, 2016

David Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Lisa Driscoll, County
Finance Director (925) 335-1023

By: June McHuen, Deputy

cc: Robert Campbell, County Auditor-Controller

authorized by existing County policy. These exceptions occur because policies can't be written to account for every possible business and/or public purpose. Therefore, the County Administrator is requesting special authority to approve exceptional expenses upon his signature (without designation) for any expense that may occur, up to \$5,000 per incident. This approval is meant to carryover year-to-year with no specified annual maximum reimbursement/payment.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, individual board orders will have to be written and approved for each reimbursement/payment.