



TO: All Humboldt County Workforce Innovation and Opportunity Act (WIOA) Staff, Subrecipients and Service Providers

FROM: Humboldt County Workforce Development Board

EFFECTIVE: May 17, 2019

SUBJECT: Travel

REFERENCES: Humboldt County Codes (Ordinances 1468, 1520, 1795, 1915)
Humboldt County Travel and Meal Policy – April 3, 2018

PURPOSE:

The purpose of this policy is to guide any person who is employed by the county or who is a subrecipient of WIOA funding and who is required to travel in the performance of their duties to be reimbursed for actual and necessary expenses within the Humboldt County Codes Travel and Meal Policy.

POLICY:

Any person who is employed by the county or who is a subrecipient of WIOA funding and who is required to travel in the performance of their duties will be reimbursed for actual and necessary expenses within the Humboldt County Codes Travel and Meal Policy. Reimbursable expenses include transportation, lodging, meals, and other necessary incidental charges which conform to the subsections, rates, and provisions herein. For all travel occasions, transportation, lodging, meals and other incidental charges are to be secured as economically as is reasonably possible. However, when a meeting, conference or other activity specifies attendance at a particular location, this is permissible with departmental approval.

FORM(S): None

INQUIRIES:

Any questions regarding this policy may be directed to the Workforce Development Board Director at 707-445-7745.

Humboldt County Workforce Development Board Approval Required? Yes No

Humboldt County Workforce Development Board