



**OFFICE OF THE AUDITOR-CONTROLLER
COUNTY ADMINISTRATOR'S OFFICE**

MEMORANDUM

June 28, 2010

TO: Agency/Department Heads

FROM: Pat O'Connell, Auditor-Controller/Recorder
Susan S. Muranishi, County Administrator

SUBJECT: Revised Out of State Travel Form

Attached is a revised Out of State Travel (OOST) form that will more accurately reflect the costs of this activity to the County of this activity. In the attached sample, the revisions are highlighted.

1. AUDITOR'S MAXIMUM REIMBURSEMENT: This amount is the maximum dollar amount in which the Auditor's Office will reimburse the employee or eligible/authorized person.
2. NAME OF FUNDING SOURCE: Please identify the name of funding source (an organization, company, grant, donation, etc.)
3. AMOUNT OF FUNDING: This dollar amount specifies the amount (in full or partially) used to offset the County cost of this OOST.
4. COUNTY COST AMOUNT: This amount will be listed on the Board's agenda as the actual cost to the County.

For example, \$2,000 (#1) is listed as the Auditor's maximum reimbursement cost and the amount of the funding (#3) is listed as \$1,025. Then, the actual cost to the County would be \$975 (#4) and would be listed on the agenda accordingly.

There are no changes to the OOST Procedures and Guidelines as listed on page 2 of this form.

The revised OOST form is available in the Document Center » FINANCIALS » FINANCIALS: Forms and Templates » Payable: Forms and Templates Listing » 110-25 (OOST) If you should have any questions, please contact your CAO Analyst or Crystal Hishida Graff, Clerk of the Board at x23882 or .hishida@acgov.org or Malinda Jones-Williams, Auditor Agency at x26285 or .jones@acgov.org.

Please share with your staff. Thank you.

PO:SSM:chg

OOST Form Revision 6.10

Attachment

cc: Each Member, Board of Supervisors
Departmental Budget Coordinators
CAO Analysts and CBS Agenda Staff



Completed only by the Clerk of the Board's Office
 Agenda Date: _____
 CBS Sign Off _____

**COUNTY OF ALAMEDA
 OUT-OF-STATE TRAVEL AUTHORIZATION REQUEST**

AUTHORIZATION NUMBER _____

TO: Susan S. Muranishi, County Administrator
 FROM: Agency / Department Head - Print _____ Signature _____
 SUBJECT: OUT-OF-STATE TRAVEL (OOST) AUTHORIZATION REQUEST
 DATE: _____

I am requesting your approval of the following OOST request prior to the event taking place.

TYPE / PRINT LEGIBLY _____	_____
AGENCY / DEPARTMENT	DIVISION / UNIT
TRAVELER'S NAME *	JOB TITLE / CLASSIFICATION or VENDOR #
PLEASE TYPE / PRINT LEGIBLY	
1.	
2.	
3.	

* NOTE: The only eligible personal services contractors are those who are reimbursed travel/events as stated in his/her contractual agreement with the County. Must specify Vendor # above.

DETAILS OF TRAVEL

DATES (DURATION): From: ____/____/____ To: ____/____/____

POINT OF ORIGIN (City/State): _____ DESTINATION (City/State): _____

PURPOSE OF TRIP: ___ CONFERENCE ___ MEETING ___ SEMINAR ___ TRAINING ___ OTHER

NAME OR TITLE OF EVENT (no acronyms please): _____

1. AUDITOR'S MAXIMUM REIMBURSEMENT (per person): \$ _____	COST PER TRANS TICKET PER PERSON: \$: _____
TOTAL COST (Max Reimb/person x no. of travelers): \$ _____	<input type="checkbox"/> COUNTY TIME-OFF ONLY

ACCOUNTING INFORMATION / FUNDING SOURCE

BUSINESS UNIT	ACCOUNT No.	FUND No.	DEPT ID No.	PROGRAM No.	PROJECT/GRANT No.

2. NAME OF FUNDING SOURCE (Please Specify): _____

3. AMOUNT OF FUNDING _____ 4. COUNTY COST AMOUNT (Noted on the Board Agenda) _____

REQUESTED BY AND RETURN FORM TO:

_____ (PRINT NAME)	_____ (QIC)	_____ (SIGNATURE)	_____ (DATE)
PHONE NUMBER: _____	TIE LINE: _____	FAX NUMBER: _____	

APPROVED BY:

DEPT. _____ (PRINT NAME)	_____ (SIGNATURE)	_____ (DATE)	
CAO: _____ (PRINT NAME)	_____ (SIGNATURE)	_____ (DATE)	

Note: Travel agency should FAX the completed form to Auditor-Controller Agency to the attention of Travel Approver. FAX # (510) 272-6502. The Auditor-Controller's Office will notify the travel agency of the Authorization Number by phone or FAX.

ALAMEDA COUNTY - APPROVAL REQUEST
PROCEDURES AND GUIDELINES FOR EMPLOYEE AND
ELIGIBLE PERSONAL SERVICES CONTRACTOR OUT-OF-STATE TRAVEL

In July 1992, the Alameda County Board of Supervisors adopted a policy requiring County agencies/departments to submit employee and eligible personal services contractor Out-of-State Travel (OOST) requests to the County Administrator's Office (CAO) for prior approval. All such requests approved by the CAO will be listed on the Board's consent calendar as an informational item. The following Procedures and Guidelines are effective for all employee and eligible* personal services contractor Out-of-State travel events.

I. Out-of-State Travel Procedures:

1. The employee/eligible contractor completes the Out-of-State Travel Authorization Request form, his/her immediate supervisor signs and forwards it for signature prior to the event. It is very unlikely that any retroactive requests will be considered. Provide full titles, no acronyms
2. The employee or contractor's supervisor signs and forwards it to the Agency/Department Head for approval.
3. The Agency/Department Head signs and forwards it at least 10 working days prior to the date of the event to the departmental CAO Analyst (QIC# 20102) for review, approval and sign-off.
4. The Clerk of the Board signs and schedules the approved request on the Board of Supervisors' consent calendar as an informational item.
5. The CAO informs the Agency/Department of the approval or denial status prior to the scheduled event and sends the signed original form to the Auditor-Controller's Office for processing with a copy to the department.
6. The Auditor provides the Authorization number for the travel agency.

II. Out-of-State Travel Guidelines:

1. Follow the Out-of-State Travel Procedures as identified above.
2. These Guidelines cover both County employees and eligible personal services contractors.
 - The event must be relevant and enhance departmental operations/employee performance or permit Alameda County staff to present professional information to others.
 - For Out-of-State training, etc., the department should contact the County Training Officer to determine if there are local alternatives.
 - Agencies/Departments are encouraged to submit the Out-of-State Travel Authorization Request forms as early as possible in order to receive a timely response and to take advantage of any "early bird" discount registration, travel or accommodation specials. However, prior to being approved, any bookings are done at the risk of the Agency/Department and/or attendee(s).
 - The request must be submitted to the CAO Analyst at least 10 working days prior to the event. It is very unlikely that any retroactive requests will be considered.
 - *Note: The only eligible personal services contractors are those who are reimbursed travel/events as stated in his/her contractual agreement with the County.
 - A minimum number of staff should be attending this event and the costs of attendance must be reasonable.
 - Identify the cost of the event and then, the source of the funding. If the funds are within the department/agency's budget, it is at County expense even though it may be offset by a grant or other funding sources.
 - "COUNTY TIME-OFF ONLY" can be checked only when the funding source is from a non-County entity or at the employee's personal expense. A non-County entity does not include non-general fund County departments.
 - Even those OOST requests with no County cost (i.e. paid by the sponsor) will require approval by the CAO, since there is still a County expense associated with the employee/contractor being on County paid time.
 - In a few instances, there may be specific exemptions (i.e.: Assessor - Auditor/Appraisers' annual mandatory audits; staff accompanying wards, patients, prisoners, etc.). The Agency/Department Head should submit in writing an exemption request to the County Administrator if s/he believes that an exception is warranted.
 - Please refer any questions to either your CAO Analyst or to the Auditor-Controller Agency Travel Approver.