
Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Travel
POLICY NUMBER: 3095

3095.1 District personnel are authorized to travel within the State of California and adjacent states as necessary to conduct District business. Except in emergency situations, business travel outside the State of California and adjacent states whether by District vehicle or by commercial transport shall require specific prior Board authorization.

3095.2 Necessary travel and other expenses incurred by Trustees while on authorized District business, exclusive of travel to attend regular or special Board meetings, shall be reimbursed by the District upon submission of a signed claim.

3095.3 Each District Trustee or employee who, in the course and scope of his or her duties for the District, uses a vehicle not otherwise owned, rented, or leased by the District shall:

3095.3.1 First obtain public liability and property damage insurance with a carrier acceptable to the District providing minimum coverage of \$100,000/\$300,000 bodily injury and \$50,000 property damage;

3095.3.2 Provide to the District proof of insurance attesting to the terms of coverage mentioned above at least five days prior to such use of said vehicle: and

3095.3.3 Complete, sign, and obtain approval on the District permission form for the personal use of automobiles.

3095.4 Neither the District, the District's insurance provider or Vector Control Joint Powers Agency shall be responsible for the replacement or repair when a personal vehicle is used as authorized in this article and said vehicle is damaged or destroyed during the course of such use.

3095.5 Refer to Policy #7120 for expense allowances and qualified reimbursable costs.