

**SAN MIGUEL COUNTY BOARD OF COUNTY COMMISSIONERS
MINUTES
WEDNESDAY, FEBRUARY 4, 2026
333 WEST COLORADO AVE, 3RD FLOOR, TELLURIDE, COLORADO 81435**

1. Call to Order.

9:31 a.m. Begin.

2. Roll Call

Present:

Lance Waring, Chair

Galena Gleason, Vice Chair

Anne Brown, Commissioner

Staff Present:

Mike Bordogna, County Manager

Jarrold Biggs, Deputy County Manager

Maura Boylan, County Attorney

Meghan Knowles, Communications Coordinator

Carmen Warfield, Chief Deputy Clerk to the Board

3. Moment of Silence

4. Review of Agenda

5. Public Comment for Items Not on the Agenda

Please limit comments to 3 minutes. If comments are not related to an item on the agenda, there will be no Board response or action taken since the topic was not posted with proper notice and any comment could potentially violate the Colorado Open Meetings Law.

6. Consent Agenda

- a. Approval of Minutes: December 10, 2025, December 17, 2025, and December 22, 2025.
- b. Acceptance of the 2025 non-profit recipients' end-of-year report.
- c. Approval of Alexandra Thompson's reappointment to the San Miguel Basin Fair Board.
- d. Approval of the Chair's signature on the Termination of Amended and Restated Deed Restriction and Covenant, Christopher & Heather Chase, 519 Society Dr.
- e. Approval of the Chair's signature on Amended and Restated Deed Restriction and Covenant V2016, Christopher & Heather Chase, 519 Society Dr.

- f. Approval of the Chair's Signature on the Termination of Amended and Restated Deed Restriction and Covenant, Christopher Mabe & Jessica Jakobsen, 15 Beeslack Lane.
- g. Approval of the Chair's signature on an Agreement to Reinstate Deed Restrictions Pursuant to County Land Use Code, Christopher Mabe & Jessica Jakobsen, 15 Beeslack Lane
- h. Approval of the Chair's signature on an updated agreement for professional services with the 100th Meridian Law Group, P.C., W. Herbert McHarg, Esq., for services provided to the Dept. of Human Services.
- i. Approval of the reappointment of Josselin Lifton-Zoline to the Planning Commission.
- j. Approval of the Chair's signature on the letter to be sent to the Colorado General Assembly expressing the Commissioner's concerns over the unfunded mandates.
- k. Approval to proceed with the leasing of three patrol vehicles from Enterprise Leasing to the Sheriff's Office for a total cost of \$241,860.60. This was a 2026 budgeted item.

Motion by Galena Gleason to approve the consent agenda as presented. **Seconded** by Anne Brown. **PASSED 3-0.**

7. Administrative Matters

- a. Consideration of appointing Barbara Youngblood to an alternate position on the San Miguel Historical Commission./MOTION

Motion by Galena Gleason to appoint Barbara Youngblood to an alternate position on the San Miguel Historical Commission. **Seconded** by Anne Brown. **PASSED 3-0.**

- c. Consideration of a letter of support for the Norwood Dark Sky advocates applying for the International Dark Sky Reserve Status for San Miguel County./MOTION

Presented by: Bob Grossman, Norwood Dark Sky Advocate

Motion by Galena Gleason to approve a letter of support from the BOCC for the Norwood Dark Sky advocates applying for the International Dark Sky Reserve Status for San Miguel County. **Seconded** by Anne Brown. **PASSED 3-0.**

- b. Update with the Tres Rios BLM Field Office.

Presented by: Derek Padilla, BLM Tres Rios Field Manager

8. Planning Matters

- a. Interview for the Junior Alternate Planning Commission appointment. Fletcher Otwell and Benjamin Tribble./MOTION

Presented by: Kaye Simonson, Planning Director; Fletcher Otwell, Applicant; Benjamin Tribble, Applicant

Motion by Anne Brown to appoint Fletcher Otwell to the Junior Alternate Planning Commission appointment. **Seconded** by Galena Gleason. **PASSED 3-0.**

- b. Public Hearing: Consideration of an amendment to the San Miguel County Land Use Code - Section 5-3001 Short Term Rentals./MOTION

Presented by: Nicola Kerr, Associate Planner; Kaye Simonson, Planning Director

10:20 a.m. Board Chair opened the public hearing.

10:21 a.m. Board Chair closed the public hearing.

Motion by Galena Gleason to approve the amendments to the Land Use Code (LUC) for the purpose of removing the requirement for short-term rental licensees to obtain a Colorado Sales Tax License from Section 5-3001 as presented, and to adopt **Resolution 2026-07** based on the finding that the proposed amendment complies with the standards of LUC Section 5-1802, LUC Amendments, and is consistent with LUC Section 1-4, Purposes of the LUC. **Seconded** by Anne Brown. **PASSED 3-0.**

- c. To be **TABLED**: Subdivision Exemption for Lots 51 and 52 Fall Creek Subdivision No. 2
- d. Consideration of Chair's signature on Resolution 2026-06 regarding the appeal 201 Whipple Way Employee Housing Mitigation fee appeal./MOTION

Presented by: Kaye Simonson, Planning Director

Motion by Anne Brown to approve the Chair's signature on **Resolution 2026-06** regarding the appeal of the 201 Whipple Way Employee Housing Mitigation Fee appeal. **Seconded** by Galena Gleason. **PASSED 3-0.**

9. Affordable Housing Updates

- a. Consideration of proposals for San Miguel County On-Call Affordable Housing Project/MOTION

Presented by Drea Araiza, Housing Specialist; Jarrod Biggs, Deputy County Manager

No motion was needed. Staff direction was provided. A contract will be provided at a later date.

10. Department of Human Services

(The Board of Commissioners is sitting as the San Miguel County Board of Human

Services.)

- a. Consideration of Chair's signature on the Balance Sheet, November 2025; Earned Revenue and Expenditures, November 2025; Expenditures through Electronic benefit transfers, December 2025; Check register for the month of December 2025; County allocation/MOE Report, November 2025; Human Services Caseload Reports./MOTION

Presented by: Linnea Edwards, Director of Human Services

Motion by Galena Gleason to approve the Chair's signature on the Balance Sheet, November 2025; Earned Revenue and Expenditures, November 2025; Expenditures through Electronic benefit transfers, December 2025; Check register for the month of December 2025; County allocation/MOE Report, November 2025; Human Services Caseload Reports. **Seconded** by Anne Brown. **PASSED 3-0.**

- b. Update on the districting and potential federal funding freeze.

Presented by: Linnea Edwards, Director of Human Services

11:04 a.m. Recessed.

11:18 a.m. Reconvened.

11. Manager Matters

Update and other, as needed

Mike Bordogna, County Manager

- a. Consideration of the Chair's signature on Resolution 2026-09 revising Section 5.1 Transportation, Lodging, Meals, Beverages, and Per Diem in the San Miguel County Administrative Manual./MOTION

Presented by: Mike Bordogna, County Manager; Ramona Rummel, Finance Director

Motion by Galena Gleason to approve **Resolution 2026-09** revising Section 5.1 Transportation, Lodging, Meals, Beverages, and Per Diem in the San Miguel County Administrative Manual. **Seconded** by Anne Brown. **PASSED 3-0.**

Update by Mike Bordogna, County Manager

1. Lance Waring and Mike Bordogna attended the Colorado Association of Ski Towns (Cast) Conference
2. A couple of staff members will host yoga every Tuesday at 8 am.
3. The job descriptions are being evaluated as needed for a review.
4. The Telluride Post Master remains concerned about the Placerville Post Office lease
5. Melanie Wasserman from Tri-County Network is interested in overseeing the

Telluride Senior Meals

12. Commissioner Updates

Anne Brown - Update on Outside Meetings.

Galena Gleason - Update on Outside Meetings.

Lance Waring - Update on Outside Meetings.

Galena Gleason - Uncompahgre Medical Center Board presentation about the Department of Human Services changes; Colorado Counties Inc, Renewable energy discussion
Anne Brown - Colorado Counties Inc (CCI)- 1st Legislative Briefing; CCI newsletter Housebill 25 -1332; SMART Board meeting
Lance Waring - SMART Board meeting; Colorado Association of Ski Towns Conference; San Miguel Regional Housing Authority meeting

13. Attorney Matters

Update and other, as needed.

Maura Fahey, County Attorney (Any of these items may involve an Executive Session C.R.S. 24-6-402(4))

14. Lunch

12:25 p.m. Recessed.

12:47 p.m. Reconvened.

15. Administrative Matters -Continued.

- a. Consideration by the Board of the Assessor's recommendation to DENY Petition of Abatement or Refund of Taxes Steele Family Trust, ABMT2025-17./MOTION

Presented by: John Zimmerman, Certified General Appraiser representing the Assessor's office; Leyla Steele, Petitioner; Sarah Enders, County Assessor

Motion by Galena Gleason to approve the Assessor's recommendation to deny Petition of Abatement or Refund of Taxes Steele Family Trust, ABMT2025-17. **Seconded** by Anne Brown. **PASSED 3-0.**

16. County Housing Matters

(The Board of Commissioners is sitting as the San Miguel County Housing Authority.)

- a. Update on the deed restriction reversion process.

Presented by: Nancy Willis, Paralegal

- b. Consideration of a request by Medora W. Willmore and Chadwick E. Morris for an

Exception to the San Miguel County Land Use Code Sections 5-5-1305 B. VII;
Definition of Employee./MOTION

Presented by: Pam Shifrin, SMRHA Director; Medora W. Willmore and Chadwick E.
Morris, Applicants

Anne Brown recused herself from this item as she is on the Advisory Council for the
Mountain School, where one of the applicants is employed.

1:24 p.m. Anne Brown left the meeting.

Motion by Galena Gleason to table the request with a request for additional
information to be received. **Seconded** by Lance Waring. **PASSED 2-0.**

17. Adjournment

Motion by Galena Gleason to adjourn the meeting. **Seconded** by Lance Waring. **PASSED 2-0.**

1:43 p.m. Adjournment.

Respectfully submitted,

Approved: March 4, 2026
BOARD OF COUNTY COMMISSIONERS

Lance Waring

ATTEST:



Carmen Warfield

**RESOLUTION OF THE BOARD OF COMMISSIONERS,
SAN MIGUEL COUNTY, COLORADO,
UPHOLDING THE PLANNING DIRECTOR'S DECISION REGARDING 201 WHIPPLE
WAY EMPLOYEE HOUSING IMPACT FEE**

Resolution 2026-06

WHEREAS, James Elliott Trust, hereafter "Appellant", is the owner a certain tract of land located at 201 Whipple Way, hereafter "Property;" and

WHEREAS, Appellant applied for a Development Permit to construct a 7,082 square-foot house on June 30, 2025, and such permit (DEV-2025-093) was issued on November 17, 2025; and

WHEREAS, issuance of the Development Permit was conditioned upon payment of the Employee Housing Impact Fee, hereafter "Fee," of \$278,009; and

WHEREAS, Land Use Code (LUC) Section 1-1903 states that any appeal of the Planning Director's Administrative Decisions may be filed within 14 days of the Planning Director's decision; and

WHEREAS, Christopher D. Bryant, Garfield & Hecht, Attorney, on behalf of the Appellant, filed a Notice of Appeal of the Planning Director's decision regarding assessment of the Fee on November 26, 2025; and

WHEREAS, appeals of the Planning Director's Administrative Decision are conducted pursuant to Land Use Code Sections 1-1903 B and 3-402 B; and

WHEREAS, LUC Section 5-1303 G.XI.f establishes the "Right to Appeal Employee Housing Impact Fee Determination to Board of County Commissioners;" and

WHEREAS, on January 21, 2026, the Board of County Commissioners (BOCC) held an appeal hearing and voted unanimously to uphold the Planning Director's decision.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of San Miguel County, Colorado upholds the Planning Director's Decision and denies the 201 Whipple Way appeal, based on following findings:

1. The Planning Director's decision is correct and that there are no special or unique circumstances wherein the proposed development would provide community benefits that would justify an exemption or waiver pursuant to LUC Section 5-1305 G.XI.f; and
2. The Fee was legislatively adopted by the Board of County Commissioners through BOCC Resolutions 2022-31 and 2023-09; and
3. The Fee is generally applicable to a broad class of properties, applying to all new construction of single-family or two-family residences, and additions thereto, in the

DRAFT

Telluride R-1 School District; and

4. The Fee is directly proportional to the impacts of the proposed construction on employee housing by basing the fee solely on the number of employees necessary to construct and maintain the proposed house. The Fee does not exceed the need or cost directly associated with the proposed construction.

DONE AND APPROVED by the Board of County Commissioners of San Miguel County, Colorado, on February 4, 2026.

**SAN MIGUEL COUNTY, COLORADO
BOARD OF COUNTY COMMISSIONERS**

By: Lance Waring
Lance Waring, Chair

Vote:	Anne Brown	x	Aye	Nay	Abstain	Absent
	Galena Gleason	x	Aye	Nay	Abstain	Absent
	Lance Waring	x	Aye	Nay	Abstain	Absent

ATTEST:



By: Carmen Warfield
Carmen Warfield, Chief Deputy Clerk

**RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS,
SAN MIGUEL COUNTY, COLORADO,
APPROVING AMENDMENTS TO LAND USE CODE SECTION 5-3001 SHORT TERM
RENTALS
Resolution No. 2026-07**

WHEREAS, Planning staff has prepared Land Use Code (LUC) amendments to Section 5-3001, Short Term Rentals, for the purpose of eliminating the requirement for individual homeowners to obtain a Sales Tax License to Short Term Rent when taxes are being remitted on their behalf; and

WHEREAS, the draft amendment was referred to the County Manager, County Attorney, Deputy County Manager, County Treasurer, County Finance Director, Town of Mountain Village, Town of Norwood, Town of Ophir, Town of Sawpit, and Town of Telluride; and

WHEREAS, at a Planning Commission meeting held on Thursday December 11, 2025 following its consideration of the proposed LUC Amendment, the CPC unanimously recommended approval of the Land Use Code Amendment; and

WHEREAS, in making its recommendation to the Board of County Commissioners, the CPC made the finding that the proposed amendment complies with the standards of Land Use Code Section 5-1802, Land Use Code Amendments, and is consistent with Land Use Code Section 1-4, Purposes of the Land Use Code; and

WHEREAS, a Public Hearing Notice for the proposed Land Use Code Amendment and the Board of County Commissioners meeting to be held on February 4, 2026 was published in the Norwood Post and the Telluride Daily Planet on January 15, 2026; and

WHEREAS, a list of the items included in the Public Hearing Record is attached to this resolution as Exhibit A; and

WHEREAS, the Board of Commissioners of San Miguel County, Colorado, considered this Land Use Code amendment, along with relevant evidence and testimony, at a public hearing on Wednesday, February 4, 2026.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of San Miguel County, Colorado, approves and adopts the amendments to San Miguel County Land Use Code (LUC) as follows:

Additions are shown underlined. Deletions are shown ~~struck through~~.

SECTION 5-30: SHORT-TERM RENTAL

5-3001 General

This section shall govern the use and occupancy of a Single-family Residence, Condominium Unit or Duplex Unit by a third party for compensation for less than thirty (30) consecutive days. Accessory Dwelling Units and/or Caretaker Units and County R-1 Housing Deed-Restricted Units are not eligible for Short-Term Rental. The rental of accessory structures, recreational vehicles, camping spaces, and other spaces not located in primary dwelling unit is not allowed as a Short-Term Rental. A permit for a Short-Term Rental is not required in the West End (WE) Zone District; however, all applicable taxes shall

be collected and remitted as set forth in Section 5-3001 A. Short-Term Rentals are prohibited in the Open Space (OS) Zone District, the High Country Area (HCA) Zone District, and the Affordable Housing Planned Unit Development (AHPUD) Zone District.

5-3001A. Purpose

The purpose of this section is to promote public health, safety and general welfare by establishing standards for rental of a Primary Residence for less than thirty (30) consecutive days. These regulations are also intended to ensure that individuals or entities that Short-Term Rent a residence in the unincorporated areas of San Miguel County are collecting and remitting the requisite State and County Sales Tax and County Lodging Tax. (C.R.S. 39-26-102 (11), (C.R.S. 39-26-104 (1) (f)) Any individual or entity advertising a residential unit for Short-Term Rental in any media including the Internet or who has hired a property manager to handle the Short-Term Renting of a residence is required to comply with the standards in Section 5-3001 and obtain a County Short-Term Rental Permit.

5-3001B. Standards

I. County Permit

The owner(s) must complete the application for and obtain a Short-Term Rental Permit approval from the County. An approved Permit is valid for a two-year period and must be renewed every two (2) years.

II. ~~Registering with the Colorado Department of Revenue (CDOR) State Sales Tax and County Lodging Tax~~

Short-Term Rental of a residential unit requires Owners of Short-Term Rentals are required to collect and remit State Sales Tax and County Lodging Tax, by one of the following methods:

- a. The property owner ~~to shall~~ file with the ~~CDOR~~ Colorado Department of Revenue and provide the County Planning Department with a copy of their State Sales Tax License; OR
- b. ~~Taxes may be collected and remitted by property managers or on-line rental platforms that book short term rentals on the owner's behalf. The property owner may exclusively use a Short-Term Rental advertising platform or property management company that collects and remits taxes on behalf of the owner/applicant. The use of a property management company or on-line rental platform does not relieve the property owner of the responsibility to register with CDOR and to collect and remit taxes. ensure taxes are being collected and remitted on their behalf. Should the property owner cease to use the on-line platform or property management company, then the property owner must obtain a Sales Tax License and remit taxes pursuant to subsection 5-3001B. II. a., above.~~

III. The County Short-Term Rental Permit number must appear in a conspicuous place on all Short-Term Rental advertising materials.

IV. The Short-Term Rental shall only be rented to a single party. If renting rooms instead of the entire dwelling unit, individual guest rooms shall not be rented out to multiple parties.

V. If the Short-Term Rental is not served by a municipal or community sewer system the Dwelling must have an onsite wastewater system recognized and approved by the County Environmental Health Department according to their applicable regulations. Existing systems do not need to be repaired or replaced unless required by the County Environmental Health Department.

- VI. If the Short-Term Rental is not served by a municipal or community water system, the Dwelling must have a domestic well permitted by the Colorado Division of Water Resources that provides sufficient quantity and quality of potable water.
- VII. Occupancy is limited to two (2) persons per bedroom or sleeping room unless the unit is on central sewer or additional occupancy has been incorporated into the capacity of the onsite wastewater treatment system (OWTS). In this case, the occupancy shall be limited to the number of people for which a County approved OWTS has been designed but in no case shall the occupancy exceed ten (10) people. Additional persons may be authorized through a specific Administrative Review process where it is determined that the OWTS as designed and built is adequate for the proposed use.
- VIII. The rental residence will be inspected by the Building Department for surface type safety concerns such as emergency escape windows in bedrooms, smoke and CO detectors, and ingress/egress paths of travel for a fee determined by the current Building Code as adopted by the Board of County Commissioners on the initiation of an application for a Short-Term Rental Permit. Subsequent renewals at two (2) year intervals will only require an affidavit signed by the applicant that the unit complies with all safety standards as listed in this section.
- IX. Dwellings shall be equipped with operable smoke alarms and carbon monoxide alarms pursuant to State Statute (HB 091091) and the County's current adopted building code. Dwellings must contain an operable fire extinguisher in proximity to the kitchen.
- X. Parking Requirement: One (1) space per bedroom located on the subject property.
- XI. Dwellings shall have adequate trash containers sufficient to serve the guests. All trash containers must be in a bear proof enclosed structure such as a garage, barn, shed or a container designed to be bear-proof per LUC Section 5-407 A.X.
- XII. The property owner/manager shall provide each rental guest with a copy of "Being a Good Neighbor" and shall provide the County and the guest with the name, address and contact information, including a 24-hour contact telephone number of a current local contact person.
- XIII. The property owner shall notify each adjacent property owner in writing of the name and contact information for the 24-hour local contact and shall do the same notification when local contact information changes.
- XIV. It is the property owner's responsibility to determine whether there are private declarations and covenants within their subdivision that prohibits or further restricts the Short-Term Rental of residences.
- XV. The County Permit authorizes Short-Term Rental of a Primary Residence but the County is not responsible for the Short-Term Rental. Any concerns a renter has should be addressed to the local contact person or property owner.

5-3001C. Revocation of County Permit

Any short-term rental permit that the county issues pursuant to LUC Section 5-3001 B shall constitute a Development Permit for purposes of LUC Section 1-301 and shall be subject to revocation in accordance with LUC Section 3-101 for a permittee's failure to comply with any of the terms and/or conditions of the permit's approval, as well as any applicable LUC provisions, including, but not limited to LUC Section 5-3001 B. Standards.

BE IT FURTHER RESOLVED, this approval is made based on the finding that the proposed amendment complies with the standards of Land Use Code Section 5-1802, Land Use Code Amendments, and is consistent with Land Use Code Section 1-4, Purposes of the Land Use Code.

DONE AND APPROVED by the Board of County Commissioners of San Miguel County, Colorado, on February 4, 2026.

**SAN MIGUEL COUNTY, COLORADO
BOARD OF COUNTY COMMISSIONERS**

By: Lance Waring
Lance Waring, Chair

Vote:	Lance Waring	x	Aye	Nay	Abstain	Absent
	Anne Brown	x	Aye	Nay	Abstain	Absent
	Galena Gleason	x	Aye	Nay	Abstain	Absent

ATTEST:



By: Carmen Warfield
Carmen Warfield, Chief Deputy Clerk

EXHIBIT A – Public Hearing Record list

**EXHIBIT A
PUBLIC HEARING RECORD**

San Miguel County Board of County Commissioners

Application: Amendment to San Miguel County Land Use Code - Section 5-3001 Short Term Rentals

Date: February 4, 2026

1. San Miguel County Land Use Code (Adopted 11/30/90) with all amendments to date (By Reference Only)
2. San Miguel County Comprehensive Development Plan (Adopted 8/3/78) with all amendments to date (By Reference Only)
3. Memorandum to the San Miguel Board of County Commissioners from Nicola Kerr, Associate Planner, dated February 4, 2026
4. Draft Resolution 2026-07 of the San Miguel County Board of Commissioners approving Amendments to Land Use Code Section 5-3001, Short Term Rentals
5. Draft Land Use Code Amendment, Section 5-3001 Short Term Rentals
6. Planning Commission Minutes, December 11, 2025
7. Public Notices published in the Telluride Times and Norwood Post on January 15, 2026

AGENCY COMMENTS

8. Memo from Nicola Kerr to Referral Agencies dated November 4, 2025

PUBLIC COMMENT

9. None

OTHER

None

**RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS
OF SAN MIGUEL COUNTY, COLORADO, ADOPTING UPDATES OR ADDITIONS TO
THE SAN MIGUEL COUNTY ADMINISTRATIVE POLICY MANUAL**

Resolution #2026-09

WHEREAS, the Board of County Commissioners of San Miguel County, Colorado, (BOCC) has adopted an Administrative Policy Manual; and

WHEREAS, the BOCC wishes to improve its administrative policy practices through updates and additions to the Manual based on staff recommendations.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SAN MIGUEL COUNTY, COLORADO:

1. Section 5-1 of the San Miguel County Administrative Policy Manual shall be revised according to the attached Exhibit A and incorporated herein by reference.
2. Sections 5-1 shall apply to all departments of the County, including all Elected Official offices.
3. This Resolution shall take effect immediately upon its approval by the Board of County Commissioners.

APPROVED AND ADOPTED this 4th day of February, 2026, at Telluride, Colorado.

**BOARD OF COUNTY COMMISSIONERS
SAN MIGUEL COUNTY, COLORADO**

By: Lance Waring
Lance Waring, Chair

Vote:	Anne Brown	<u>Aye</u>	Nay	Abstain	Absent
	Galena Gleason	<u>Aye</u>	Nay	Abstain	Absent
	Lance Waring	<u>Aye</u>	Nay	Abstain	Absent

ATTEST:

By: Carmen Warfield
Carmen Warfield, Chief Deputy Clerk



EXHIBIT A

5.1 Travel Costs – Transportation, Lodging, Meals, Beverages, & Per Diem

Purpose

This policy establishes guidelines for reimbursement of travel-related expenditures and provides a per diem option in lieu of meal reimbursements to authorized County business travel.

Policy

County officials and employees are accountable to the public for all expenditures. All travel costs must be reasonable, necessary, properly document, and incurred in the best interest of the County. Failure to obtain required approvals or to adequately document expenses may result in denial of reimbursement. **Request for reimbursement must be received within 10 days after returning from training or travel.**

Transportation

Mileage for use of an employee's personal vehicle is reimbursed in accordance with the IRS standard mileage rate for county business travel. Reimbursement requests must include destination, date, and business purpose.

Employees are encouraged to carpool, use public transportation or use county – owned vehicles whenever feasible. **If a county-owned vehicle is available for use and the employee chooses to take their own vehicle on county business, they will be reimbursed at half of the IRS rate.**

Airline fares for authorized county business travel may be paid directly by the County or reimbursed to the employee. Only business, coach or economy class airfare may be authorized by the supervisor.

Public transportation, reasonable taxi or rideshare fares (including customary tips), airport parking, and tolls are considered allowable County business expenditures.

Lodging

Lodging expenditures for approved business travel, including seminars, conferences, and training sessions, will be reimbursed at actual cost, provided the rate is reasonable for the geographic area.

Employees should always request the "government rate" when making lodging reservations. The County's tax-exempt status must be disclosed at the time of booking, and a copy of the tax-exempt certificate should be provided at checkout when applicable.

Meals and Incidentals

Option A: Per Diem (In Lieu of Meal Reimbursement)

Employees may elect to receive a per diem allowance to cover meals and incidental expenses instead of submitting itemized meal receipts.

Per diem rates shall be based on current GSA allowances for the specified destination.

Receipts are not required for meals when per diem is elected.

Full Travel Days: a full day per diem applies to days when the employee is in travel status for the entire day.

Travel Days: a reduced travel-day per diem applies to the first and last day of travel to reflect partial travel status.

Meals Provided by Conference or Events: when meals are provided as part of a conference, seminar, training, or registration fee, the per diem will be reduced accordingly.

No per diem will be paid for meals that are fully provided at no additional cost to the Employee.

Option B: Meal Reimbursement

Employees who do not elect per diem may request reimbursement for actual business meal expenses, including reasonable tips, with itemized receipts.

Meal reimbursement must be authorized by the responsible elected official or department head.

Under certain circumstances, it may be appropriate for an elected official or department head to pay for meals for other individuals when it furthers County business.

Non-Allowable Costs

Alcoholic beverages are not reimbursable.

Incidental snacks or beverages are not reimbursable under either per diem or reimbursement.