[ms-0398.007.010.016]

COUNTY OF SAN DIEGO

INTER-DEPARTMENTAL CORRESPONDENCE

DATE January 21, 1986

TO: All Departments and Courts

FROM: Auditor and Controller

SUBJECT: 1986-87 Proposed Travel Program/Memberships in Professional Associations

This letter and its enclosures contain instructions for the preparation of your 1986-87 Travel Program and schedule of memberships in professional associations.

The process and basic forms remain the same as used in the preparation of the current year's program.

Board Policy D-7 includes guidelines for the preparation of the travel program. Please submit both the Travel Program Trip Sheet (which should include only Board approved travel) and the Travel Accounts Summary and Justification form with the latter showing itemized figures for both Board and CAO approved conference and operational trips. These forms accompany this letter.

Board Policy A-84 provides guidelines on County funding of memberships in professional associations. This letter transmits the form to list all proposed memberships. List the organization name, the titles of individuals the membership is for (if more than one individual per title, note the number of members by that title), and the cost of membership.

Please submit your travel program forms and membership list to this department (Mail Station A5) no later than March 3, 1986. We will review these materials for accuracy and compliance with guidelines. They will then be forwarded to the Chief Administrative Officer for submission with the Proposed Program Budget.

Please direct any questions in this regard to Frank Harney at 236-2183.

ROD CALVAO
Auditor and Controller

AS:FH:ld

Enclosures

STOCK #75-3344

TRAVEL ACCOUNTS SUMMARY AND JUSTIFICATION

Board of Supervisors- Dist. 4
Department/Court

0400
Org. Unit Number

Sub-Object Number		1984-85 Actual	1985-86 Budget	1985-86 Estimated	1986-87 Proposed	% Change From 1985-86 Bud.	% Change From 1985-86 Est.
2356	Board Approved Travel-Conference	$ 2,832	$ 1,875	$ 3,685	$ 7,000	%	%
2357	CAO Approved Travel-Conference	153	0	90	200		
2367	Board Approved Travel-Operational	0	0	0	0		
2368	CAO Approved Travel-Operational	0	0	0	0		
	Total Travel	$ 2,985	$ 1,875	$ 3,775	$ 7,200	%	%

JUSTIFICATION:

Supervisor Williams is S. D. County's representative to CSAC and NACO and participates in various conferences, Board meetings and meetings with legislators and legislative committees.

Supervisor Williams' appointment to CSAC Executive Committee requires he attend monthly meetings in Sacramento.

Participation in NABCO meetings provides opportunity to address issues of concern to Black County officials.

A&C 1/20/86

TRAVEL PROGRAM - TRIP SHEET

INSTRUCTIONS

General: This form is to be used for Board of Supervisors approved travel; i.e. all out-of-State trips and in-State trips of 60 or more hours. List this type of travel in the following order and categories:

- Out-of-State-Operational
- Out-of-State-Conference
- In-State (60+ Hrs) - Operational
- In-State (60+ Hrs) - Conference

DO NOT LIST IN-STATE TRAVEL UNDER 60 HOURS

Submit the original typed copy to the Auditor and Controller (MS A-5) for review for accuracy and compliance with guidelines. The Auditor will forward the travel programs to the Chief Administrative Officer for submission to the Board of Supervisors as a part of the Proposed Budget process.

Column 1: "Trip Number" - Within the four categories listed above, number all trips consecutively in priority order from high to low. If more than one trip is requested for the same destination and for the same purpose, indicate as follows:
Example: #7(3) Sacramento
(This would indicate three separate trips to Sacramento each of which is of 60 or more hours duration.)

Column 2: "Official Name of Meeting" - If the meeting is provided for by law, indicate as follows:
Example: Area Meeting - Sealer of Weights and Measures (Business and Professions Code)

Column 3: "Title of Persons Making Trip" - List titles of all persons traveling. If an alternate is to be provided for, list as follows:
Example: Director of General Services or Assistant Director

Column 4: "Destination" - Indicate specific location.
Example: Tucson, Arizona
"Cost and Reimbursement"- Identify estimated cost and any related reimbursement for each trip/trips. The cost column should total to the appropriation in the Board approved travel sub-object accounts (2356 and 2367).

Column 5: "Number of Persons Attending" - State the maximum number of employees requested for any one trip.

Column 6: "Days Away" - State the total number of days away by all persons shown in Column 5.
Example: For 2 persons away for 3 days each, state 6 days.

NOTE: For in-state travel, the 60 hour criterion applies to each person traveling, not the total for all persons on a specific trip.

A&C 1/20/86

TRAVEL PROGRAM - TRIP SHEET

Board of Supervisors - Dist. 4
Department/Court

0400
Org. Unit No.

(SEE REVERSE SIDE OF FORM FOR INSTRUCTIONS)

Fiscal Year 86-87 Page 1 of 2

Trip No.	Official Name of Meeting*	Title of Persons Making Trip	Destination, Cost & Reimbursement			No. of Persons	Total Days Away From Hdqrtrs.
1	2	3	4	Cost	Reimburse.	5	6
1.	NACO Legislative Conf.	Member, BOS Executive Assistant	Washington, D.C.	2,100		2	5
2.	NACO Western Interstate	Member, BOS	CO. Springs, CO	685		1	4
3.	NACO Annual Conf.	Member, BOS	Las Vegas, Nev.	1,000		1	4
4.	CSAC Spring Conf.	Member, BOS	Sacramento, CA	455		1	3
5.	CSAC Annual Conf.	Member, BOS Executive Assistant	Los Angeles, CA	600		2	3
6.	CSAC Exec. Co. Meeting	Member, BOS	Various	2,160		1	12
7.	NABCO Regional Meetings	Member, BOS Executive Assistant	Various	600		2	4

*ATTACH AN ADDITIONAL PAGE WITH BRIEF JUSTIFICATION FOR EACH TRIP LISTED.

A&C 1/20/86

TRAVEL PROGRAM - TRIP SHEET

JUSTIFICATION

NACO MEETINGS

Supervisor Williams is County's representative to NACO and participates in various Board meetings, seminars, and meetings with Federal legislator's and department staff regarding issues affecting San Diego County. Executive Assistant, H. Wesley Pratt assists Supervisor Williams by providing staff back-up, contact, and information during attendance at various meetings, seminars and discussions at Legislative Conference.

Supervisor Williams is County's representative to CSAC and participates in various conferences, and Executive Committee meetings monthly in Sacramento. Executive Assistant H. Wesley Pratt attends CSAC Annual Meetings to provide staff assistance, and information during such meetings.

Supervisor Leon Williams and Executive Assistant H. Wesley Pratt attend NABCO regional meetings and participate with Black County officials in formulation and development of issues, programs affecting Blacks and minorities generally, as well as Black elected officials.

MEMBERSHIPS IN PROFESSIONAL ASSOCIATIONS

Board of Supervisors
Department/Court

0400
Org. Unit Number

Organization	Title of Members	Number of Members	Cost
N/A	N/A	N/A	N/A

A&C 1/20/86

PROPOSED LEGISLATIVE TRIPS
CAO TRAVEL PROGRAM
FY 19 86 - 87

DISTRICT 4

MEETING NAME	PERSON MAKING TRIP	DESTINATION	REGISTRATION AMT.	TOTAL DAYS AWAY	JUSTIFICATION (PURPOSE OF TRIP)
OUT OF STATE					
NACO Legislative Conf.	Leon L. Williams H. W. Pratt	Wash., D.C.	$175.00	5	County Representation on NACO Bd of Directors has conf. with legislators re: County issues.
NACO Western Inter-state	Leon L. Williams	Co. Springs,CO		4	County representative to NACO Board of Directors
NACO Annual Conf.	Leon L . Williams	Las Vegas,Nev. 7/12-7/15		4	County representative to NACO Board of Directors
IN STATE OVER 60 HOURS					
IN STATE UNDER 60 HOURS					
CSAC Spring Mtg.	Leon L. Williams			3	County representative on to CSAC & CSAC Exec. Bd.Member
CSAC Annual Mtg	Leon L. Williams		$205.00	3	County representative on to CSAC & CSAC Exec. Bd.Member
CSAC Exec. Committee Meetings	Leon L. Williams	Various		4	County representative on to CSAC & CSAC Exec. Bd.Member
NABCO Regional Mtgs	Leon L. Williams	Various	50.00	2	Conf. with Black County officials re: Programs & Issues

TRAVEL ACCOUNTS SUMMARY AND JUSTIFICATION

Board of Supervisors - Dist 4
Department/Court

0040
Org. Unit Number

Sub-Object Number		1984-85 Actual	1985-86 Budget	1985-86 Estimated	1986-87 Proposed	% Change From 1985-86 Bud.	% Change From 1985-86 Est.
2356	Board Approved Travel-Conference	$2,832	$1875	$3,785	$7,000	%	%
2357	CAO Approved Travel-Conference	153	0	90	200		
2367	Board Approved Travel-Operational	0	0	0	0		
2368	CAO Approved Travel-Operational	0	0	0	0		
	Total Travel	$2,985	$1875	$3775	$7,200	%	%

JUSTIFICATION:

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Supervisor Williams' appointment to CSAC Executive Committee requires he attend monthly meetings in Sacramento.
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TRAVEL PROGRAM - TRIP SHEET

Board of Supervisors - Dist. 4
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0040
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(SEE REVERSE SIDE OF FORM FOR INSTRUCTIONS)

Fiscal Year 86-87 Page 1 of 2

Trip No.	Official Name of Meeting*	Title of Persons Making Trip	Destination, Cost & Reimbursement			No. of Persons	Total Days Away From Hdqrtrs.
1	2	3	4	Cost	Reimburse.	5	6
1.	NACO LEGIS CONF	MEMBER, BD OF SUPV. EXECUTIVE ASSISTANT	WASHINGTON, D.C.	2,100		2	5
2.	NACO WESTERN Interstate	MEMBER, BD OF SUPV.	Colo Springs, Colo	685		1	4
3.	NACO Annual Conf	MEMBER, BD OF SUPV.	Las Vegas, Nev	1,000		1	4
4	CSAC Spring Conf.	MEMBER, BD OF SUPV	SAC, CA	455		1	3
5	CSAC Annual Conf	MEMBER, BD OF SUPV EXECUTIVE ASSISTANT	LOS ANGELES, CA	600		2	3
6.	CSAC Exec. Committee Mtg	MEMBER, BD OF SUPV.	VARIOUS	2,160		1	12
7.	NABCO Regional Mtg	MEMBER, BD OF SUPV. Executive Assist	VARIOUS	600		2	4

*ATTACH AN ADDITIONAL PAGE WITH BRIEF JUSTIFICATION FOR EACH TRIP LISTED.

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