

**County of Plumas**  
**Policy on Hosting Meetings and Events**  
**In-County**

**I. General Policy:**

County funds may be used for hosting out of town officials and others here on County business.

**II. Scope:**

The policy applies to all Elected Officials, and appointed Department Heads. When necessary, the above officials may designate a subordinate to arrange or attend such meetings.

**III. Specific Requirements:**

- All such expenses shall be budgeted and paid out of account 52775, entitled "In-County Hosting".
- Hosting is defined as refreshments, and/or lunch/dinner, extended as a courtesy and to encourage attendance. The rental of facilities may also be provided.
- Meetings must include non-County employee attendees. Any meeting for Plumas County employees only would not be allowed under this policy.
- The spending limits for individual meals will be the same as in the Travel Policy.
- The department head's meal (or his/her designee) can also be paid or reimbursed from these funds.
- All food purchases for training sessions must be paid out of this account (52775).

**IV. Review Authority:**

The primary review and approval of such claims shall be the responsibility of the department head or Board of Supervisors for their claims. Claims approved by the department head shall be submitted to the Auditor-Controller for review and payment subject to reasonable audit adjustments to conform to policy requirements.

**V. Exemptions**

City and County funds of \$3,000 from the Lake Davis Trust Fund taken from the City/County Joint Economic Development portion.

Grants approved by the Board of Supervisors that include hosting events for County employees and the community are exempt from the restriction of this policy.

**VI. Interpretation of Policy and Appeals Process**

Questions concerning the application and interpretation of this policy, or disputed claims shall first be directed to the Auditor-Controller. In the event of a disagreement, the interpretation or disputed claim may be appealed to the County Administrative Officer, and ultimately to the Board of Supervisors as appropriate. Disputed claims are not subject to the grievance procedure in the Personnel Rules.