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|  STANISLAUS COUNTY COMMUNITY SERVICES AGENCY | Developed by/Date: HR 07/16/15 | Page: 1 of 2 | Number: 3.6 |
| | Reviewed by/Reviewed Date: CSA Exec Team 08/2015 CSA Sr. Exec. 9/19/2016 | Replaces: | Category: Travel Related |
| Title: Tolls, Tickets, and Fines | | Approved: 8/25/2015 | |

Policy

 Procedure

 Guideline

Purpose

To provide a written policy establishing that all Community Services Agency (CSA) employees shall observe the Stanislaus County and CSA Travel Policies and all laws and pay all tolls, tickets, and fines.

Policy

All CSA employees are expected to observe all rules, laws, and regulations while performing County business, including observance of parking restrictions and proper payment of tolls.

If a CSA employee receives a ticket, fine, or toll violation while engaged in County business, the employee is personally responsible for the full amount plus penalties.

Reimbursement

Tickets and fines are not authorized expenses and cannot be reimbursed by the County. Basic tolls are reimbursable, but toll violations for failure to stop or failure to pay at the toll booth are not.

Tolls

If a CSA employee must use a toll bridge/road while performing County business, he/she is expected to:

- 1) Have the proper toll amount in possession before leaving the County; or
- 2) Checkout a FasTRAK Toll Pass Transponder if available from CSA Office Services; or
- 3) Make a One-Time payment online using a credit card before or within 48 hours of the toll crossing at <https://www.bayareafastrak.org/en/guide/GGBridgeToll.shtml>

If a CSA employee unexpectedly finds that he/she does not have the proper toll amount, he/she must stop at the toll booth and follow the appropriate procedure for the respective Bridge/Road Agency.

Under no circumstances shall the employee fail to stop at the toll booth, including FasTRAK systems.

Petty Cash

Petty Cash may **not** be used for travel expenses. Refer to the Auditor Controller's Petty Cash Guidelines Section 2.2 Unallowable Expenses.

<http://intranet/departments/auditor-controller/auditor-files/policies/accounting-guidlines/Petty-Cash.pdf>

For additional information please refer to the County and CSA Travel Policies.