



COUNTY OF SHASTA - EMPLOYEE TRAVEL RECONCILIATION FORM

(Effective January 1, 2023)

CE 030823A- [redacted] - OH 926338

10100/035900 - 12/07/2023
Date Time

EMPLOYEE NAME Kevin Crye
 EMPLOYEE ID [redacted]
 DEPARTMENT Board of Supervisors
 COST CENTER 101000
(where travel will be charged to)

DEPARTED 03/06/2023 5:00 AM
 RETURNED 03/07/2023 10:00 PM
 LOCATION Minneapolis/St. Paul, MN
 REASON Meet with Mike Lindell regarding voting machines

MEALS (See Personnel Rules or chart below for additional details):

Day of Week	Date	** <input checked="" type="checkbox"/>		** <input checked="" type="checkbox"/>		** <input checked="" type="checkbox"/>		Paid by County		Paid by Employee	
		Breakfast	Lunch	Dinner	CalCard or County Check	Per Diem	Other				
Mon	3/6/23	Breakfast (\$15.39) X	Lunch (\$15.39) X	Dinner (\$32.07) X		\$ 62.85					
Tue	3/7/23	Breakfast (\$15.39) x	Lunch (\$15.39) x	Dinner (\$32.07) X		\$ 62.85					
		Breakfast (\$15.39)	Lunch (\$15.39)	Dinner (\$32.07)							
		Breakfast (\$15.39)	Lunch (\$15.39)	Dinner (\$32.07)							
		Breakfast (\$15.39)	Lunch (\$15.39)	Dinner (\$32.07)							
		Breakfast (\$15.39)	Lunch (\$15.39)	Dinner (\$32.07)							
		Breakfast (\$15.39)	Lunch (\$15.39)	Dinner (\$32.07)							
SUBTOTAL		**Use X for Per Diem, C for CALCard, or O for Other Employee Paid Meal (with receipt)				\$ -	\$ 125.70	\$ -			

MILEAGE (Attach Map or Mileage Chart):

If miles are claimed other than round trip (i.e. around town miles), include odometer readings on map and add to the total miles

Current Mileage Rate = \$0.655/Mile
 Enter Total Miles 306.00
 Total Mileage Cost \$ 200.43

OTHER EXPENSES (Receipts required for reimbursement):

Registration (attach agenda)	None		
Hotel	Hampton Inn		131.71
Parking	Sacramento Airport		36.00
Airfare	Southwest Airlines		946.96
Car Rental	National		67.88
Other	Fuel for Rental Car		11.11
Totals		\$ -	\$ 1,394.09

For Dept Use Only (if Req'd by Dept)

Ctrr/Acct: _____
 Proj/Acty: _____
 Creator: _____
 Phone: _____

Total to be Reimbursed \$ 1,519.79
 Less Any Travel Advance (Enter as a positive amount and attach a copy of the form) 125.90
 Less Any Personal Benefit Received (Enter as a positive amount) 109.00
 Total Due To/From Employee \$ 1,409.89

The undersigned, under penalty of perjury, states that the above claim and the items as therein set out are true and correct; that no part thereof has heretofore been paid, and that the amount herein is justly due this claimant, and that the same is presented within one year after the last item thereof has accrued. Furthermore, if I am a county or district employee, I also certify that I have deducted the value of any personal gain I may have received including, but not limited to, cash back earned on a personal credit card, frequent flier miles, and room-stay rewards.

For Reference Purposes Only
 (Amt paid by County + amt to be reimbursed - personal benefit)
 Total Travel Cost \$ 1,409.89

Employee Signature [Signature]
 Date 03/13/23

Preauthorization (if required)
 Dept Head Aprv/Date _____
 CEO Approval/Date Mary Will 3/9/23

ATTACH ALL SUPPORTING DOCUMENTATION OR OTHER APPROVALS REQUIRED FOR THIS TRAVEL

Brook Lowther

From: Brook Lowther
Sent: Monday, March 20, 2023 3:05 PM
To: Kyla Brower
Subject: RE: OH926338

Thank you, Kyla,

I contacted Supervisor Crye regarding the items listed below. He reported that his credit card does not receive any rewards, so the two items of personal benefit will include the flight reward points and the more economical parking difference in cost. Per your totals below, the personal benefit that the reimbursement/reconciliation should be reduced by is \$125.90.

I will attach this email as proof that we communicated about the subject and we will make the corrections and get them back to you as soon as possible.

Thank you for your help in ensuring that we are being cautious in following the rules in regard to travel spending.

Brook Lowther
County Executive Officer Assistant - Confidential
[REDACTED]

From: Kyla Brower <kbrower@co.shasta.ca.us>
Sent: Monday, March 20, 2023 2:56 PM
To: Brook Lowther <blowther@co.shasta.ca.us>
Subject: OH926338

Hi Brook,

As we discussed on the phone, we would like to take another look at the personal benefit deduction for Supervisor Crye's travel:

- Flight reward points: $\$0.013/\text{flyer mile} \times 8454 = \mathbf{\$109.90}$
- Airport parking, per Personnel Rules most economical means possible, has economy parking \$10/day x 2 days = \$20.00 (deduction of reimbursement from \$36 to \$20) = **\$16.00**
- Standard average rewards from personal credit cards (cash back percentages, etc) of 1% = **\$11.77** (\$131.71 hotel + \$20 parking + \$946.96 flight + \$67.88 rental car + \$11.11 fuel = \$\$1,177.66), unless proof non rewards generating card from Supervisor.

Please reach out to me with any questions.

Thank you,

Kyla Brower
Chief Deputy Auditor
Shasta County Auditor-Controller's Office
[REDACTED]



COUNTY OF SHASTA TRAVEL REQUEST

Request for travel on official County business is made for the following person:

NAME: Kevin Crye

POSITION TITLE: Supervisor

SCEA Represented DSA Represented

DEPARTMENT: Board of Supervisors

DATE: 03/03/23

1. PURPOSE (E.G., Name of organization, type of meeting, etc) Meet with Mike Lindell

2. DESTINATION: Minneapolis, MN

3. DATES: From _____ a.m., p.m. 03/06/23 Thru _____ a.m., p.m. 03/07/23
Mo. Day Year Mo. Day Year

4. TRANSPORTATION: County Auto Private Auto Other Rental Car

5. ESTIMATED EXPENSES:

A	B				C	D
ITEM	NUMBER AND RATES				EST EXPENSES	AMT TO BE ADVANCED
Lodging	No: Nights	1	X	131.71	131.71	
Meals -Breakfast	No.	2	X	15.39	30.78	
-Lunch	No.	2	X	15.39	30.78	
-Dinner	No.	1	X	32.07	32.07	
Private Auto Mileage	Total Miles		X	0.655	0.00	
Registration Fees, Other	Parking \$36, Rental \$67.88, Air \$946.96 <i>Rental Car Fuel</i>				1,050.84	
TOTALS					\$ 1,276.18	\$ 0.00

6. REQUEST FOR TRAVEL EXPENSE ADVANCE:

I hereby request a travel expense advance in the amount of \$ 0.00

I, also hereby, agree that I will submit a travel claim detailing all expenses incurred for the above activity within 10 days after returning to my regular assignment. I acknowledge the responsibility to submit receipts as required per County Personnel Manual Section 20.6. Failure to comply with any of the above shall be authorization to Shasta County to deduct said amount, in total, from my next salary warrant.

Signature _____ Date _____

NOTE: See reverse side of this form for instructions & information.

7. DEPARTMENT HEAD APPROVAL:

I hereby approve this travel request

Comments: _____

Signed _____

Date _____ Title _____

8. COUNTY ADMINISTRATIVE OFFICER APPROVAL

Comments: _____

Signed Mary Wier

Date 3/9/23 Title Acting CEO

9. BOARD OF SUPERVISORS APPROVAL:

Comments: _____

Signed _____

Date _____ Title _____

DEPARTMENTAL USE ONLY

Enter Information for Person Completing Form:

Name: Brook Lowther

Phone: XXXXXXXXXX

Charge Costs of Travel To:

Cost Ctr: 101000

Program: _____

TRAVEL REQUEST INFORMATION AND INSTRUCTIONS

- 1. PURPOSE:** Enter sufficient information regarding the purpose to justify the necessity or benefit of the travel. To enable proper consideration of your request, include, for example, the organization with whom the meeting will be, the type of meeting, or the type of training. Added information such as pamphlets, letters, or forms may be attached to the Travel Request form to further explain the purpose of the trip.
- 2. DESTINATION:** Enter the city or town and the location within that city or town where the meeting, training, or County business will be conducted.
- 3. DATES:** Enter the necessary departure and return times and dates.
- 4. TRANSPORTATION:** Enter the means of transportation. The use of approved transportation, other than private automobile, shall be reimbursed at actual cost as supported by a receipt.
- 5. ESTIMATED EXPENSES:** Itemize all estimated travel expenses. Enter in Column B the number of nights lodging that will be necessary, the number of meals, the number of miles to be driven in a private automobile, and the corresponding rates for each. Enter the results of Column B in Column C. Also, enter in Column C any other estimated expenses. The total of all estimated travel expenses should be entered at the bottom of Column C. Enter in Column D the amount to be advanced for each item listed in Column C.

LODGING: Lodging expenses shall be reimbursed at actual, reasonable, and necessary costs as approved by the department head or designee. A detailed lodging receipt is required.

MEALS: Meal allowances are based upon the length of necessary travel time. Meals are reimbursed in accordance with the all inclusive per diem rates established by Personnel Rules 20.6.A.5. The current maximums are as follows:

	<u>NECESSARY TRAVEL TIME</u>	<u>COUNTY EMPLOYEES OR OFFICERS</u>
BREAKFAST	Beginning not later than 7:00 a.m. and lasting at least four hours. Additionally, must begin at least one hour prior to normally scheduled work time.	\$15.39
LUNCH	Beginning not later than 11:00 a.m. and extending at least four hours.	\$15.39
DINNER	Beginning not later than 5:00 p.m. and extending to or after 7:00 p.m.	\$32.07

In rare cases where participation in an official convention or conference offers a meal that costs more than the per diem rate and the County benefits from employee participation in such meals, additional reasonable and necessary meal expenses may be allowed at the discretion of the Auditor-Controller, including tips as explained below, with the appropriate explanation and submission of itemized receipts.

MILEAGE: Private automobiles shall be reimbursed at the IRS standard mileage rate.

AMOUNT TO BE ADVANCED: Employees are encouraged to use a County credit card to fund travel expenses. However, where travel extends at least five days or the employee can demonstrate extenuating circumstances, an employee can request the Auditor-Controller to issue a travel advance. When approved, all advances will be issued at one hundred percent (100%) of the estimate.

- 6. REQUEST FOR TRAVEL EXPENSE ADVANCE:** The properly approved original Travel Request form should be submitted to the Auditor-Controller at least three days prior to the desired warrant issue date. Generally, even if submitted sooner, a travel advance check will not be issued any earlier than three days prior to the departure date. Unless otherwise required, all travel advance payments are issued via Electronic Funds Transfer.
- 7. DEPARTMENT HEAD APPROVAL:** Approval by the department head or designee is required on all travel requests. County employees are permitted to travel in-state as may be authorized by the department head or designee.
- 8. COUNTY EXECUTIVE OFFICER APPROVAL:** No nonscheduled air transportation may be used except upon prior approval of the County Executive Officer. Any out-of-state travel by any officer, department head, or employee shall first be approved by the County Executive Officer or designee. Department Head or designee has the authority to approve out of state travel when a department is legally mandated to transport or visit a client or inmate across state lines.
- 9. BOARD OF SUPERVISORS APPROVAL:** Travel by members of other Boards and Commissions of the County shall first be approved by the Board of Supervisors except as provided by ordinance or state law.

Erin Bertain

From: Mary Williams
Sent: Friday, March 17, 2023 9:04 AM
To: Erin Bertain
Subject: Fwd: Trip

Here is the info to attach to the travel request

Get [Outlook for iOS](#)

From: Kevin Crye <kcrye@co.shasta.ca.us>
Sent: Friday, March 17, 2023 8:36:33 AM
To: Mary Williams <mewilliams@co.shasta.ca.us>
Subject: Trip


8:30-9:30 legislative practices
9:30-11:00 various state policy's and law
11:00-12:15 hand counting and mechanical voting systems

3/7/23

Kevin W Crye
Shasta County Supervisor, District 1

Brook Lowther

From: Kevin Crye [REDACTED]
Sent: Monday, March 20, 2023 11:47 AM
To: Brook Lowther
Subject: Fwd: What you'll need for your Minneapolis trip (3NBEVO).

 **EXTERNAL SENDER:** Do not follow links or open attachments unless you recognize the sender and know the content is safe.

----- Forwarded message -----
From: Southwest Airlines <SouthwestAirlines@iluv.southwest.com>
Date: Mar 5, 2023 at 6:04 AM -0800
To: [REDACTED]
Subject: What you'll need for your Minneapolis trip (3NBEVO).

When to arrive, saving time at the airport, & more.
[View our mobile site](#) | [View in Browser](#)



[Manage Flight](#) | [Flight Status](#) | [My Account](#)



My goodness, priority boarding looks great on you. You can **check which spot** you got at 9:25 AM.

Excited for your trip? Here's everything you'll need before you go:



Wanna save time at the airport? [Get our app!](#) It can get you a mobile boarding pass, find your gate, give flight updates, and more.

NEW!

Wanna be one of the first onboard?



Purchase Upgraded Boarding in-app or online to claim the best A1-A15 boarding position on flights departing within 24 hours.

*Subject to availability.

How to kick back on your day-of travel



Checking a bag? Use a self-service kiosk in the airport lobby to save time and skip the wait if you're checking up to two free bags. Carryon? Then carry on to TSA.



You ready for this? You can buy select alcoholic drinks on your flight tomorrow if it's traveling 176 miles or more! Complimentary water, sodas, coffee, juice, and a snack will also be available.²



You'll get free movies³, free live TV³, and free texting⁴ onboard—just bring your own device.

Learn more about the Southwest travel experience [here](#).



Wanna Get Away® fare: Your two bags fly free^{®1}, no change⁵ or cancel⁶ fees, and 6X Rapid Rewards[®] points. [Learn more](#).



Questions?

Check out our [Help Center](#) page!

March 06 - March 07

[Full itinerary](#)

SMF ✈ MSP

Sacramento to Minneapolis

Confirmation # **3NBEVO**

PASSENGER

Kevin Crye

Your complete itinerary

Flight 1: Monday 03/06/2023

FLIGHT
496

DEPARTS
SMF 9:25AM
Sacramento



ARRIVES
DEN 12:50PM
Denver

Stop: ✈✈ Change planes

FLIGHT # 249 DEPARTS DEN 3:15PM Denver ARRIVES MSP 6:10PM Minneapolis



Flight 2: Tuesday 03/07/2023

FLIGHT # 2986 DEPARTS MSP 2:50PM Minneapolis ARRIVES DEN 4:00PM Denver



Stop: Change planes

FLIGHT # 1915 DEPARTS DEN 5:15PM Denver ARRIVES SMF 6:50PM Sacramento



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- First and second checked bags. Weight and size limits apply.
Flights traveling 175 miles or less only serve water.
Available only on WiFi-enabled aircraft. Limited-time offer. Where available.
Only allows access to iMessage and WhatsApp (must be downloaded before the flight).
Fare difference may apply.
Failure to cancel a reservation at least 10 minutes prior to scheduled original scheduled departure time may result in forfeited funds.

If you prefer not to receive these trip-related messages, you can opt out. Please note that this does not include your initial confirmation/itinerary emails or any messages related to a change to, or cancellation of, your booked itinerary as those messages are required confirmations of your transactions.

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Southwest Airlines
2702 Love Field Drive
Dallas, TX 75235
1-800-I-FLY-SWA (1-800-435-9792)

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Hi, Kevin!

Rapid Rewards # [REDACTED] | A-List through 12/31/23
 Rapid Rewards Member since 2002 [Profile Details >](#)

TRAVEL FUNDS AVAILABLE

\$583.53

[View Details >](#)

POINTS AVAILABLE

213,252

[View Details >](#)

Past flight details

The receipt information below does not include any add ons during purchase, flight changes, flight cancellations, or in-flight purchases.

MAR 6 - 7

Confirmation #3NBEVO

Minneapolis/St. Paul (Terminal 2), MN

Sacramento, CA to Minneapolis/St. Paul (Terminal 2), MN

Summary

PASSENGER	POINTS EARNED	FARE TOTAL
Kevin W Crye	+8,454 PTS	\$946.96

Pricing details

ROUTING	DATE	FARE TYPE	POINTS EARNED	FARE
SMF to MSP	3/6/23	<u>Wanna Get Away</u>	+2,991 PTS	\$398.87
MSP to SMF	3/7/23	<u>Anytime</u>	+5,463 PTS	\$437.00
Taxes & fees				\$111.09

Depot return

Total **\$946.96**
 Total points earned **+8,454 PTS**

Feedback

SAC. INTL AIRPORT
6900 AIRPORT BLVD
SACRAMENTO, 95837

EX 96 03/07/23 19:07
Receipt 043901

Short-term Parking Tkt
GRE - No. 045845
03/06/23 07:38
03/07/23 19:07
Period 1d11h30'

\$36.00

Total ----- \$36.00

Payment Received

AID A0000000031010
APP LABEL CHASE VISA
CARD *****1158
AUTHORIZATION 02074G
TOTAL USD\$36.00

APPROVED

Sub Total \$36.00

All Amounts in USD.

PKTY

68AC7418 - 1/1



More travel

English

List your property

Support

Trips

Kevin

Check-in

Mon, Mar 6
4:00 PM

Check-out

Tue, Mar 7
noon

Check-in and special instructions

Check-in time starts at 4:00 PM

Check-in time ends at 2:00 AM

Minimum check-in age is: 21

Front desk staff will greet guests on arrival.

Pricing and rewards

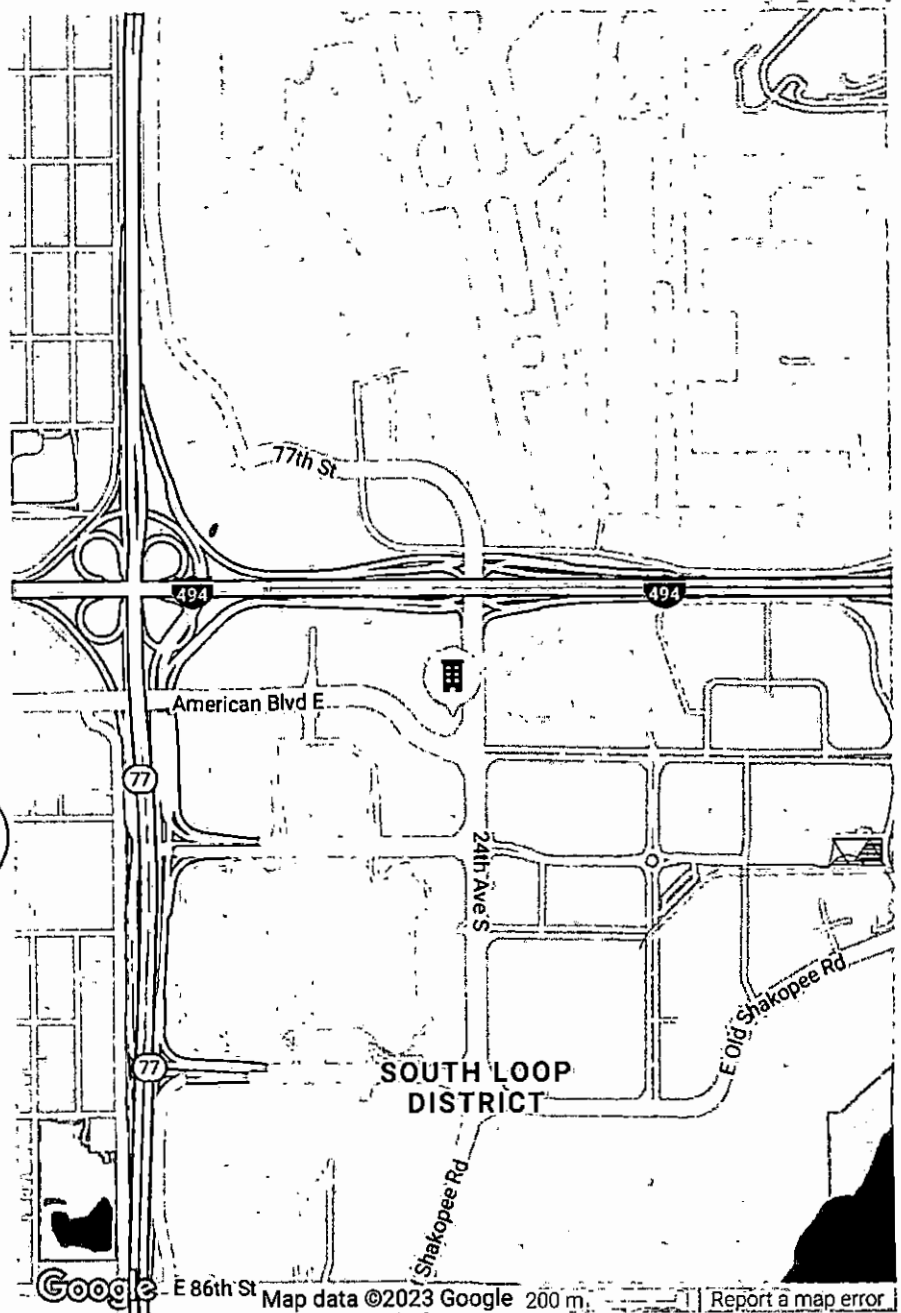
Total price

\$131.71

[View details and receipt](#)

Cleaning and safety practices

- Enhanced cleanliness measures
- Social distancing



expedia group

Top destinations

Top Countries & Regions

Review property

Book again



Hampton Inn & Suites MSP Airport/ Mall of America

Hotels.com itinerary: 72503882539408

View property details

Call +1 952-854-7600

Message property

Reservation details

Check-in

Mon, Mar 6
4:00 PM

Check-out

Tue, Mar 7
noon

Check-in and special instructions

Check-in time starts at 4:00 PM



Home



Trips



Rewards



Profile

Sacramento International Airport
6900 Airport Blvd, Sacramento, CA 95837

Get on I-5 N

- 1 min (0.7 mi)
↑ 1. Head north on N Byu Wy toward Bayou Wy
- 39 ft
↗ 2. N Byu Wy turns slightly right and becomes Bayou Wy
- 344 ft
↗ 3. Slight right
- 0.3 mi
↑ 4. Merge onto Airport Blvd
- 0.1 mi
↑ 5. Use the right lane to merge onto I-5 N via the ramp to Redding
- 0.3 mi

Follow I-5 N to CA-44 W in Redding. Take exit 678 from I-5 N

- 2 hr 15 min (151 mi)
↑ 6. Merge onto I-5 N
- 149 mi
↘ 7. Take exit 678 to merge onto CA-44 W toward Eureka
- 1.1 mi

Continue on CA-44 W. Drive to Court St

- 3 min (1.7 mi)
↑ 8. Merge onto CA-44 W
- 1.2 mi
↑ 9. Continue onto Shasta St
- 0.3 mi
↶ 10. Turn left onto Court St
- 0.1 mi
i Destination will be on the right

1450 Court St
Redding, CA 96001



Rental Agreement Summary

RA #: 655402803
Renter: KEVIN CRYE



Dates & Times



Location

Pickup

Mar 6, 2023
6:23 PM

4901 GLUMACK DR
SAINT PAUL, MN 55111
8338135262

Return

Mar 7, 2023
12:53 PM

4901 GLUMACK DR
SAINT PAUL, MN 55111
8338135262



Vehicle

Make/Model: JEEP/COMP
Color: RED MED
Car Class Driven: IFDR
Car Class Charged: ICAR
Miles In: 28358 Miles Out: 28287
Mileage: 72
Fuel In: Full Fuel Out: Full
License: LDM496 State/Province: IA
Unit #: 7VL2B1 Vehicle #: MT593497



Charges

Price/Unit

Total

Renter Charges

TIME & DISTANCE	1 @ \$44.65 / DAY	\$44.65
03/06/2023 - 03/07/2023		
NO CHARGE	0 @ \$0.00 / MILE	\$0.00
DISTANCE		
03/06/2023 - 03/07/2023		
CDW-ALLOCATED		INCLUDED
INCLUSIVE		
RENTAL AUTO FAC	1 @ \$5.90 / DAY	\$5.90
CHARGE 5.90/DAY		
CONCESSION	11.1100%	\$5.21
RECOVERY FEE		
11.11 PCT		
MN REGISTRATION	5.0000%	\$2.79
FEE 5.00 PCT		
MN RENTAL CAR TAX	9.2000%	\$5.13
9.20 PCT		
SALES TAX	7.5250%	\$4.20

Total Charges: \$67.88

*car
rental*

Charge To: VISA xxx1158
APN:
AID:
Verified: None
Entry: Manual
TSI:

Amount Due: \$0.00

Subject to Audit
Your Emerald Club number is 171022143
Emerald Club rental credits will be posted
within 24 hours
We hope you enjoyed driving your upgraded
Emerald Club vehicle
Customer Service Number 1-800-468-3334

Holiday St 2746434
7700 34th Avenue Sou
Minneapolis MN 55450
(612) 727-1512

3/7/2023 12:35:15
Order Num: 104030

Grade: UNL-REG
PUMP Num: 21
Gallons: 3.269
PRICE/Gal: \$3.399
TOTAL FUEL: \$11.11
TOTAL SALE \$11.11

Term: XXXXXXXXX3001
Appr: C2227G
Seq#: C25924
Authorization

visa
XXXXXXXXXXXX1158
Chip Read

CHASE VISA
Mode: Issuer
AID: AC000000031010
TVR: OC00008000
IAD: XXXXXXXXXXXXXXX
TSI: E800
ARC: OC
ARQC:
D99EBBFBC630488C

03/07/2023 12:34:05

I agree to pay the
above Total Amount
according to Card
Issuer Agreement.
THANK YOU
HAVE A NICE DAY

Fuel: Rental
Car