SUBJECT: Consider Amendments to Board Policy 180A – Travel, Meeting and Miscellaneous Expense Reimbursements for Directors and Officers.

RECOMMENDED ACTION:

- Information Only  
- Briefing Item  
- Recommended Motion

Consider approval of various amendments to Board Policy 180A – Travel, Meeting and Miscellaneous Expense Reimbursements for Director and Officers.

Budget/Fiscal Impact:
The Board and each of the Board Officers have funds designated and budgeted for travel and meeting expenses. The amendments to this policy are intended to provide a framework for more cost effective and appropriate utilization of travel funds.

Background/Discussion:
At the Board of Directors meeting on June 9, 2010, there was a lengthy discussion regarding the definition of a “political function” and whether it was permissible to use District funds to attend such events. One Director contended that AC Transit could benefit from a Director’s attendance at political functions, noting that attendance at such events provided an opportunity to have “face time” with other elected officials. A distinction was also made between specific campaign events and others that did not involve a campaign at all.

Other Directors expressed concern over the use of public funds to attend political events, noting that there were many ways to have face time with elected officials that did not involve political functions. The General Counsel advised that federal funds could not be used for political purposes and that, in his opinion, it was best to avoid all political functions.

The Board then directed staff to redraft the amendment with consideration to the comments submitted by Director Peeples for resubmission at a future Board meeting. A "clean" version of the draft amendments to the policy is provided as Attachment A, with a description of the amendments set forth below. Items that have been modified extensively are in bold-face type.

This memo provides information on the various amendments that are proposed to Board Policy 180A – Travel, Meeting, and Miscellaneous Expense Reimbursements for Directors and Board Officers. The amendments are intended to provide more clarity as to the types
of expenses that are reimbursable under the policy and to reflect the Board’s recent action with regard to the elimination of the Transportation Advocacy Travel Account.

II. DEFINITIONS

“District Business” has been redefined to distinguish that activities be directly related to the necessary and required functions of the District. The definition differs from the previous definition which ties activities to “responsibilities and duties” of the office or position held by Directors or Officers and ensures that the activities are directly related to AC Transit’s business.

“Conference” OPTION 1
“Conference” shall mean meetings and other gatherings that are directly related to the necessary and required functions of the District and such other meetings, seminars or gatherings as authorized by the Board.

“Conference” OPTION 2
“Conference” shall mean conferences or committee meetings of the American Public Transportation Association (APTA), the Conference of Minority Transportation Officials (COMTO), the Transportation Research Board (TRB), and other transit-related conferences or meetings, in addition to conferences or meetings that are directly related to the duties of an Officer and such other meetings, seminars or gatherings as authorized by the Board.

Regardless of the definition that is selected, it is intended that any conference, meeting, seminar or gathering which does not fall within the scope of the revised definition would need to be placed before the Board for approval whether it is in-state or out-of-state.

“Political Function” has been redefined to mean any activity that is held for the purpose of supporting or opposing, or raising money to support or oppose, any candidate, ballot measure, or political party. Under this new definition, it would be possible for Directors to attend events held by the League of Women Voters, the Sierra Club, or even organized labor provided they are related to District business and no District funds are used to raise money for a political campaign or cause.

“Incidental Expense” is defined to be any fee or tip given to porters, baggage carriers, bellhops, hotel maids or taxi cab drivers.

“Written Justification” is defined as an explanation of an expense which can be provided via electronic mail, fax, digital, and hand written formats.

III. TRAVEL AUTHORIZATION AND APPROVAL
Section B.1. has been amended to reflect that a Director must notify other Directors and Officers of his/her planned attendance at a conference or meeting held within the state of California, but outside of the nine-county Bay Area Region.
Section C.2. has been amended to reflect the Board’s recent action to eliminate the Transportation Advocacy Travel Account. While the amendment removes the references to the account, it more clearly sets forth that the Board President, or designee, is the Board’s representative with staff in advocacy activities. It further removes the requirement that the Chair of the External Affairs Committee and Board President pre-approve all other advocacy-related travel.

Section C.7. has been added to make clear that expenses incurred by family or guests traveling with Directors and Officers will not be reimbursed.

Section D. has been amended to remove the "out-of-state distinction for travel reports. Travel reports would be required for in-state travel outside the nine-county Bay Area Region and for all out-of-state travel.

IV. TRAVEL AND MEETING REIMBURSABLE EXPENSES

Accommodations
Section A.2. has been amended to clarify that the District will only reimburse lodging expenses for the days of travel to and from a conference and the actual days of a conference. It is further specified that the District will not provide for reimbursement of lodging expenses resulting from additional days of stay due to personal business. Further, the amendment makes Directors and Officers responsible for any amount over and above the standard room rate for official conferences and that every effort is made to select the lowest cost lodging alternative for meetings that require an overnight stay.

Transportation
Section B.4 has been amended to clarify how the District’s share of airfare expenses will be determined when a Director or Officer books a multi-city flight in which a portion of the flight is for personal business. It also specifies that if a Director or Officer wants to combine personal and business travel which involves a city other than the city where the business activity will occur, that the Director or Officer be responsible for booking their own flight and seeking reimbursement from the District upon completion of the trip and submission of a claim for reimbursement.

Section B.5 has been added to provide that if transportation is included as part of a conference registration fee, then a Director or Officer may not seek reimbursement for transportation expenses if they prefer another mode of transportation, unless it is public transportation.

Meals and Incidental Expenses
It is recommended that existing Sections C.1., C.2, and C.3. be removed from the policy, which would eliminate the option of providing receipts in lieu of the IRS per diem rate. Additionally, if a conference fee includes some, but not all meals, or if an attendee must
forego some or all provided meal(s) for health or business reasons, reimbursement will be based on the Meals and Incidentals Expenses Breakdown as published on the U.S. General Services Administration (GSA) website (Attachment B). If a conference attendee forgoes a meal for health or business reasons, an explanation for the separate meal purchase(s) must accompany the claim for reimbursement along with a receipt for the meal(s). Reimbursement will be based on the overall Meal and Incidental Expense Total for the city the conference takes place.

Section C.7. was added to clarify that incidental expenses are not subject to reimbursement because they are included as part of the IRS per diem rate.

Section E.3. has been amended to provide that a Disabled Persons Attendant would be subject to the per diem provisions as outlined in Section IV.C.1. (IRS Rate per diem option).

Sections F.1 and F.2. have been amended to provide that mileage reimbursement for meetings both inside and outside the District shall be calculated roundtrip from the General Offices or from the Director or Officer’s home whichever is less.

V. MISCELLANEOUS EXPENSES
Section A.2. has been amended to provide that miscellaneous office supplies shall be ordered through the District Secretary’s Office and that any single item priced at $50 or more be subject to pre-approval by the Board President upon receipt of written justification for the item.

VII. REVIEW OF EXPENDITURE AND AMENDMENTS TO THE POLICY
Section 1 has been amended to remove the provision to provide for a quarterly summary to the Board regarding funds expended from the Transportation Advocacy Travel Account.

Notwithstanding the above referenced amendments, the Committee may want to recommend additional amendments as deemed appropriate such as, for example, whether or not it is appropriate to use District funds for events sponsored by organized labor, advocacy groups, and charitable organizations.

Prior Relevant Board Actions/Policies:
Board Policy 180A was last amended on December 16, 2009

Attachments:
Attachment A: Board Policy 180A with amendments
Attachment B: Meals and Incidental Expenses Breakdown

Approved by: Linda A. Nemeroff, District Secretart
Reviewed by: Kenneth C. Scheidig, General Counsel
Prepared by: Linda A. Nemeroff, District Secretary
Date Prepared: July 7, 2010
AC Transit

POLICY NO. 180A

BOARD POLICY

Category: Board & General Administrative Matters

TRAVEL, MEETING AND MISCELLANEOUS EXPENSE REIMBURSEMENTS FOR DIRECTORS AND OFFICERS

I. PURPOSE

The purpose of this policy is to establish basic procedures relative to travel, meeting and miscellaneous expenses incurred by the members of the Board of Directors and Officers of AC Transit District in the performance of their duties; to define authorizations required to incur such expenses; to ensure uniform and fair payment of expenses; and to establish procedures for securing reimbursement.

The General Manager shall prepare and implement a separate administrative regulation management procedure establishing appropriate travel and meeting expense reimbursement guidelines for employees of the District.

II. DEFINITIONS

1. "Directors" shall mean the members of the Board of Directors of AC Transit District.

2. "Officers" shall mean those enumerated in Public Utilities Code Sections 24926 and 24930, namely, the General Manager, General Counsel, and District Secretary.

3. "District Business" shall mean carrying out the responsibilities and duties of the office or position held by Directors or Officers, activities that are directly related to the necessary and required functions of the District.

OPTION 1

4. "Conference" shall mean meetings and other gatherings that are directly related to the necessary and required functions of the District and such other meetings, seminars or gatherings as authorized by the Board.

OPTION 2

4.5. "Conference" shall mean conferences or committee meetings of the American Public Transportation Association (APTA), the Conference of Minority Transportation Officials (COMTO), the Transportation Research Board (TRB), and other transit-related conferences or meetings, in addition to

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conferences or meetings that are directly related to the duties of an officer and such other meetings, seminars or gatherings as authorized by the Board shall mean official functions, or gatherings, seminars or trainings of professional or transit organizations that are directly linked to the official duties of a Director or Officer.

5.6. “Board Meeting” shall mean any official meeting of the AC Transit Board of Directors, or any committee meeting of the Board of Directors.

5.7. “Meeting” shall mean any meeting other than a “Board Meeting” as defined above, including business meetings or travel related to an investigation of a product or a process the District is acquiring or interested in acquiring.

5.8. “Personal Business” shall mean the conduct of business for personal financial gain at a conference or meeting which is not specifically related to District business.

5.9. “Political Function” shall include any activity that is held for the purpose of supporting or opposing, or raising money to support or oppose, any candidate, ballot measure, or political party, type of function for a political party or elected official, including but not limited to, fund-raisers, roasts and retirement functions.

5.10. “Incidental Expense” shall be any fee or tip given to porters, baggage carriers, bellhops, hotel maids, or taxi cab drivers.

5.11. “Written Justification” shall mean an explanation of an expense provided in electronic mail, fax, digital or hand written formats that provides a record.

III. TRAVEL AUTHORIZATION AND APPROVAL

A. OUT-OF-STATE TRAVEL

All out-of-state travel for Directors and Officers to attend a conference or a meeting related to District business and at District expense, subject to the limitations in this policy, shall be approved by action of the Board of Directors prior to incurring expenses. In unusual or emergency circumstances, if prior Board approval is not possible, the Board President may approve out-of-state travel for Directors and Officers. In such emergency situations, the travel authorization shall be presented to the Board of Directors for ratification at its next scheduled Board meeting.

B. IN-STATE TRAVEL

1. Each Director is authorized to travel at District expense within the state when in his/her judgment, such travel is required in connection with a
conference or meeting related to District business and at District expense, subject to the limitations in this policy. Directors shall notify other Directors and the Officers of their planned attendance prior to such attendance at any meeting or conference located outside the nine-county Bay Area, which includes the counties of Alameda, Contra Costa, San Francisco, San Mateo, Marin, Napa, Santa Clara, Solano and Sonoma.

2. Each Officer is authorized to travel within the state when in his/her judgment such travel is required in connection with a conference or meeting related to District business and at District expense, subject to the limitations in this policy. Notification to the Board of Directors of travel and absences from the area shall be in accordance with separate Board Policy relating to leave for Board-Appointed Officers.

C. LIMITATIONS

1. Directors: Excluding attendance at and travel to and from meetings authorized by Board action on June 9, 1999, reimbursement for travel and meetings expenses shall be limited to $9,000 per Director per fiscal year. A Director may not use any funds remaining from his/her travel allocation in one fiscal year to pay for travel in the next fiscal year. This limitation shall not be applicable to payment such as prepayment of conference registrations, airfare or hotel costs in an existing fiscal year for travel that travel occurs, or is scheduled to occur.

2. Notwithstanding the above limitation on director’s travel and meeting expenses, if the Board President, unless unavailable, shall be the Board’s representative may participate with staff in Reauthorization advocacy activities. If the Board President is not available, he/she may designate another Director to represent the Board, and shall be allowed, subject to Board approval, to utilize funds in the Board’s Transportation Advocacy Travel Account to pay for those expenses. The Chair of the External Affairs Committee and the Board President shall pre-approve all other out-of-state advocacy-related travel requests prior to placement on the Board agenda for a final determination.

3. Board President: In addition to the limitation in Subsection 1, above, the President of the Board of Directors shall be entitled to an additional $2,000 expense reimbursement during the first half of the fiscal year and $2,000 being available during the second half of the fiscal year. Since the Board President is elected in January of each year, this split provides for an equitable distribution of the additional surm for this position.

4. Adjustments in Authorizations: The amounts listed in Subsection 1 above shall be automatically adjusted (on a prorated basis) in any
given year if inadequate or additional budget appropriations are authorized by the Board.

5. Officers: Travel and meeting expenditures by Officers shall not exceed approved budget appropriations and associated fiscal policies established therewith.

6. Personal Business: The District shall not be responsible for any travel associated with personal business. If a Director or Officer attends a conference or meeting for which reimbursement is claimed that also includes personal business, the Director or Officer shall only seek reimbursement for the expenses associated with the conduct of District business. The Director or Officer shall disclose, prior to the approval of the travel, when required by this policy, of the dual nature of any travel and the portion undertaken on behalf of the District.

7. Guests: Expenses incurred by family or guests traveling with Directors or Officers shall not be reimbursed by the District.

D. OUT-OF-STATE TRAVEL --REPORTS

For any out-of-state travel, the Directors shall provide, not later than the next Board meeting following return from the trip, a brief oral or written summary of his/her activities and/or information learned during the trip. Attachments and/or other substantive materials from the trip are encouraged, but not required. The District Secretary shall coordinate distribution of such memorandum(s) to Directors, Officers and such other staff as the General Manager may designate, but shall not be responsible for the preparation of such memorandum(s).

IV. TRAVEL AND MEETING REIMBURSABLE EXPENSES

A. ACCOMMODATIONS:

1. No reimbursement is authorized for overnight accommodations in the counties of Alameda, Contra Costa, San Francisco, or San Mateo. A Director or Officer may receive reimbursement for overnight accommodations in the counties of Marin, Napa, Santa Clara, Solano and Sonoma, if prior Board approval is obtained. The Board may authorize a waiver of this provision if exceptional circumstances can be documented to justify its waiver.

2. Reimbursement for hotel or motel lodging expenses, including applicable taxes, will be on the basis of actual expenditure but shall not exceed the standard room rates at official conference hotels for single occupancy.
Reimbursement for hotel and motel lodging expenses shall cover the
days of travel (to and from the conference or meeting) as well as the
days of the conference or meeting. No reimbursement shall be paid for
additional days of stay to conduct personal business. Directors and
Officers shall be responsible for any amount in excess of the standard
room rate for official conferences. In such instances where lodging is
required for a meeting, every effort shall be made to choose the lowest
cost lodging alternative.

B. TRANSPORTATION

1. Travel up to 150 miles one-way may be by private automobile.
Reimbursement shall be at the rates prescribed by the Internal Revenue
Service. Reimbursement for modified vehicles for disabled individuals
shall be reimbursed at the rate authorized by the State of California
Department of Rehabilitation.

2. When actual mileage exceeds by 10% the reasonable distance between
points, the Director or Officer must justify such excess, otherwise
reimbursement will be made only on the most direct route.

3. Travel to destinations over 150 miles one-way will be paid at mileage or
airfare cost, but in no event shall the reimbursement exceed the value of
coach airfare and related surface travel authorized in subsection 4,
below. All efforts should be made to obtain the lowest available fare by
making reservations well in advance of departure.

4. Airline travel, both foreign and domestic, shall be reimbursed based on
the value of the applicable round trip coach airfare to the proposed
destination. If, for personal business, a Director or Officer books a multi-
city flight (e.g. triangle fare, etc.), the District shall only reimburse the
difference between the cost of a direct flight, not excluding layovers, from
the Bay Area to the proposed destination where the District business will
take place. A reasonable quote shall be provided to the District Secretary
in advance as evidence of the estimated cost of the portion of the travel
related to District business. If combining personal and District business
air travel on one itinerary, Directors and Officers shall book their own
flights and request reimbursement from the District as to the business
portion of the flight upon return from the trip and submission of a claim for
reimbursement. No District funds shall be expended on personal airfare.

Under exceptional circumstances (e.g. a last minute approval for the
travel, a documented medical condition, etc.) the Board may authorize
reimbursable air line travel by business class (or its equivalent). Nothing
in this subsection shall prohibit a Director or Officer from using his/her
accumulated air miles, including those acquired in accordance with
subsection IV.B.6. to upgrade to a better passenger class, but
reimbursement shall be based on the applicable coach airfare.
5. If transportation is provided as part of the registration fee for a conference, reimbursement may not be sought if the Director or Officer prefers another mode of transportation unless it is public transportation.

6. Other Transportation Costs: The following expenses shall be authorized when such services are the lowest available cost given the circumstances of the travel:

(a) Travel to and from airports, including private automobile mileage, taxis, airport shuttles or buses. Public transportation shall be the preferable method of travel, whenever feasible or when other more cost effective transportation is not available.

(b) Storage, parking, toll and baggage handling charges when such charges are reasonable and necessary.

(c) Automobile rental expenses shall be only authorized in those unusual situations where a written explanation is presented with the expense reimbursement claim showing that the rental fees are the most cost effective means of travel.

67. Frequent Flier Miles: If a Director or Officer purchases airline tickets (and then directly requests reimbursement from the District), or the tickets are purchased directly by the District, the Director or Officer may retain frequent flier miles for which he/she may be eligible. Any frequent flier miles paid for or reimbursed by the District should, whenever possible, be used for air travel on District business.

C. MEALS:

1. While attending conferences or meetings, reimbursement shall be made for moderately priced business meals upon the submission of complete documentation.

2. Except when the per diem option is exercised, as noted in Item C.3., in no event shall reimbursement for meal expenses exceed $60 per day per Director or Officer. Expenses for conference or meeting luncheons, special luncheons, or other set-price official affairs which exceed this limitation will be reimbursed on the basis of actual expenditure upon presentation of documentation of the set-price.

3. In lieu of supplying receipts and other documentation for meals while attending conferences or meetings, Directors or Officers may claim, as appropriate, the per diem rates for meals recognized by the IRS for travel within the continental United States (CONUS) outside the
continental United States (OCONUS) and foreign rates as published by the United States Government, or $50 per day if the rate is unpublished. Per diem will be allowed in full only when:

1. The District's maximum full day meal and incidental expenses rate shall be equal to the maximum federal per diem and incidental expenses rate established by the Internal Revenue Service (IRS) for travel within the continental United States (CONUS), outside the continental United States (OCONUS), and foreign rates as published by the United States Government, or $50 per day if the rate is unpublished. Per Diem will be allowed in full only when:

   (a) the conference is located beyond the nine Bay Area counties (Alameda, Contra Costa, Marin, Napa, Santa Clara, San Francisco, San Mateo, Solano or Sonoma),

   (b) for the days of actual travel to and from the conference or meeting using the most direct route and expeditious means of transportation, depending on the location of the conference or meeting, and

   (c) while in attendance at the conference or meeting, and

   (d) when conference fees do not include meals.

2. If a conference fee includes some, but not all meals, or if an attendee must forego some or all of the provided meal(s) for health or business reasons, reimbursement shall be based on the Meals and Incidental Expenses Breakdown as published on the U.S. General Services Administration (GSA) website. If a conference attendee forgoes a meal for health or business reasons, an explanation for the separate meal purchase(s) must accompany the claim for reimbursement along with a receipt for the meal(s). Reimbursement shall be based on the overall meal and incidental expense total for the city the conference or meeting takes place.

3. Expenses for conference or meeting luncheons, special banquets, or other set-price official affairs which exceed the aforementioned GSA limitation, will be reimbursed on the basis of actual expenditure upon presentation of documentation of the set price.

4. Meal expenses, not related to out-of-town conferences, meetings or Board meetings, shall only be reimbursed when such expense is related to official District business and the individual is precluded from taking meals at home or in the customary manner. Receipts are required for all such expenditures and shall be itemized on an individual basis stating the purpose and expense.
5. Reimbursement for meal expenses shall be limited to those meals taken by Officers or Directors; except for reimbursement to Officers or Directors meal expenses for non-district personnel shall be permitted when the claim for reimbursement identifies who is included in such District business meeting and the nature of the District business.

"Non-district personnel" as used in this section shall include any individuals that are not covered under the definition of "Director" or "Officer" in this policy or under the definition of "Employees" in the District's Travel and Meeting Expense Reimbursement Administrative Regulation No. 180B.

6. Reimbursement for alcoholic beverages as part of meal expenses shall not be permitted unless said expense is part of a fixed-price conference or meeting event and separation of such expense from the total cost is not possible.

7. Reimbursement for incidental expenses is included in the IRS per diem rate and shall not be reimbursed. This provision applies to fees and tips given to porters, baggage carriers, bellhops, hotel maids and taxi/cab drivers.

D. OTHER:

1. Registration: Registration fees for conferences or meetings will be paid at actual cost. Official literature indicating the cost of registration and conference or meeting dates must accompany the request for approval of travel as required by this Policy.

2. Telephone: Reimbursement for District business related telephone toll charges and facsimile charges is permitted under this Policy. Any telephone or facsimile charges in excess of $5.00 per day shall be itemized to include to whom the call is made or facsimile is sent and the nature/need for the call or facsimile.

E. DISABLED PERSON'S ATTENDANT:

Disabled Directors or Officers requiring the services of an attendant while traveling on District Business may be reimbursed for expenses of the attendant as provided herein.
1. The cost of personal services of an attendant may be reimbursed in an amount not to exceed $65 per day without prior Board approval. All reimbursement shall be made directly to the Director or Officer requiring said service.

2. Disabled individuals who require the services of an attendant may be reimbursed for actual hotel or motel lodging expenses for the attendant, but this expenditure shall not exceed the standard room rates for official conference hotels for double occupancy.

3. Subject to the provisions of Section IV.C., above, a personal attendant for a disabled individual shall be entitled to receive per diem reimbursement for meals, provided appropriate documentation is provided, or receive per diem in lieu of providing receipts.

4. Expenses reimbursed under this provision shall not apply to annual expense authorization limits established in Section III.B.

F. BOARD OF DIRECTORS AND BOARD OFFICERS MEETING EXPENSES:

1. For meetings within the District at sites other than the General Offices, reimbursement shall be based on the Internal Revenue Service rate and is calculated on the round-trip difference in mileage between the General Offices and the other meeting location or from the Director or Officers home and the location of the meeting whichever is less.

2. For meetings outside of the District, mileage will be reimbursed at the Internal Revenue Service rate based on the distance from the General Offices and the location of the meeting or from the Director or Officers home and the location of the meeting whichever is less.

G. RESTRICTIONS:

1. If, for personal convenience, a Director or Officer uses an indirect route to travel or travels by a direct route that is interrupted, except for reasons beyond the control of the individual, any resulting additional expense will be borne by the claimant.

2. If travel is for multiple purposes, e.g., District business and personal business, only the prorated or lowest amounts for expenses incurred in the travel related to the District’s business will be paid by the District.

3. Reimbursement of costs or travel expenses incurred while attending a political function shall not be authorized.

4. No District credit cards shall be issued to any Director. Board Officers may be issued a District credit card for use consistent with expenses otherwise reimbursable in accordance with this policy and subject to the provisions of the Administrative Regulation regarding the use of AC Board Policy 160A: Travel, Meeting and Miscellaneous Expense Reimbursements for Directors and Officers

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Adopted: 10/89


Mileage Amended: 1/96, 1/98, 4/99, 1/01, 2/02, 5/05
V. MISCELLANEOUS EXPENSES

A. NON CAPITAL MISCELLANEOUS EXPENSES

Directors are authorized to submit claims for miscellaneous incidental expenses when said expenses are incurred in connection with District business. Examples of incidental miscellaneous expenses include but are not limited to:

1. Memberships, dues or subscriptions to professional or transit organizations or publications which enhance the Directors’ ability to perform official business.

2. Incidental office supplies or postage related to and required for the conduct of District business, e.g., envelopes, stamps, paper, etc., shall be ordered through the District Secretary. Any single item priced at $50 or more shall be pre-approved by the Board President upon receipt of written justification.

3. Long-distance Telephone charges incurred as part of the conduct of District business.

B. CAPITAL-MISCELLANEOUS CAPITAL EXPENSES

The District shall provide capital equipment, such as a facsimile machine, a cellular phone or similar electronic communication equipment, to each Director upon request of the Director and acknowledgment by the Director of the waiver of privacy regarding records of the use of said equipment, as provided in Section VII.1. The cost for these capital items, including any monthly charge, shall be charged against the amount of money provided to each Director under Section III.C. These capital items are to be used primarily for District business. Each Director shall pay the incidental expenses associated with that Director’s personal use of this equipment, e.g., non-District related telephone and facsimile calls. Except as specifically provided in this subsection, a Director may not use his/her Section III.C. allocation for any other capital expenses or equipment, nor shall the District provide a Director with any capital items not specifically authorized by this subsection unless authorized by the Board President. Capital equipment shall remain the property of the District and shall be returned to the District upon separation unless in the opinion of the General Manager the property is of little or no value to the District.

C. LIMITATIONS

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Board Policy 180A: Travel, Meeting and Miscellaneous Expense Reimbursements for Directors and Officers

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Expenses incurred relating to Section V.A.1. shall be included in the limitation computations established in Section III.C.

VI. REIMBURSEMENT

1. An advance for travel expenses, in an amount representing estimated expenses, may be secured upon application to the General Manager or his/her designee. Accounting of cash advances shall be done on the same form and at the same time as required for rendering claims for reimbursements. In the event an expense claim reimbursement covering a cash advance is not submitted in the time set forth in the following section, the full advance shall be deducted from subsequent compensation payments to said Director or Officer.

2. All claims for reimbursement from Directors or Officers shall be prepared on a District Expense Report form and shall be presented for payment monthly or upon completion of a trip, but in no event later than two months following the month in which the expense was incurred. If expenses and required receipts are not submitted on or before the expiration of this time period, the Director or Officer shall not be entitled to any reimbursement of those expenses. Expense claims for expenses incurred near the end of the fiscal year shall be submitted for reimbursement no later than thirty (30) days following the close of the fiscal year.

3. All claims for reimbursement shall include an itemization of expenses, provide a brief explanation of the purpose of the conference or meeting and shall include receipts or vouchers for all expenses including transportation, lodging, meals (where the per diem option is not used), etc. Documentation, such as a charge statement or airline boarding passes, which do not provide details of such expenditures, will be deemed inadequate for purposes of reimbursement. If a receipt cannot be obtained or has been lost, a statement to that effect shall be made on the expense report form and the reason given. In the absence of an explanation satisfactory to the applicable approving authority, the amount involved shall not be allowed.

4. All claims for reimbursement shall include a statement, signed by the individual submitting the request for reimbursement, that the expenses are actual expenses incurred while on District business and that the expenses conform to the District’s policy on travel, meeting and miscellaneous expenses.

5. Directors, the General Counsel and the District Secretary shall submit their District Expense Reports (and for the General Counsel and District Secretary any monthly statements for the use of a District credit card) to the General Manager, or his/her designee, for review and determination that: (1) the claims for reimbursement (or the charges to a District credit card) are in accordance with this policy document; and (2) the necessary budgetary funds are available for disbursement.

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6. The General Manager shall submit his/her expense reports (including monthly statements for the use of a District credit card) to the Board President, or Vice-President in his/her absence, for the determination outlined in Section VI.5.

VII. REVIEW OF EXPENDITURES AND AMENDMENTS OF POLICY

1. On a quarterly basis, an itemized summary of year-to-date travel, meeting and miscellaneous expenses for Directors and Officers, reimbursed pursuant to this policy, shall be submitted to the Board of Directors for review. In addition, the report is to include a summary of the funds expended from the Board’s Transportation Advocacy Travel Account. However, said report shall not include expenses related to meetings of the Board of Directors as a whole or their Standing Committees.

As part of the review of the quarterly reports, the Board shall monitor the types of District business necessitating business expense reimbursement, may seek clarification to the nature of any given business expenses, and may establish restrictions to future authorized expenses.

The Board of Directors, the General Manager, or their designees, may request and shall be entitled to receive any usage records, however, denominated, e.g. phone bills, facsimile usage records or otherwise, associated with equipment provided by the District to a Director for use in conjunction with the business of the District. A Director who receives capital equipment provided by the District for District business recognizes, and by receiving that equipment agrees, that he/she has no expectation of privacy regarding the usage records associated with said equipment.

2. Questions arising pertaining to interpretation of this policy shall be submitted, after legal review, to the Finance and Audit Committee for review and recommendation to the Board of Directors and then to the Board of Directors for final determination.
FY 10 Meals and Incidental Expenses (M&IE) Breakdown

The following tables show the breakdown of continental breakfast, lunch, and dinner components of the maximum daily reimbursement (per diem) rates for meals and incidental expenses while on travel. The M&IE rates differ by travel location. View the per diem rate for your primary destination to determine which M&IE rates apply. Refer to Section 301-11.16 of the Federal Travel Regulation for guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government.

NOTE: You must view the per diem rate for your primary destination to determine which M&IE rates apply.

**FY10 M&IE Breakdown**

<table>
<thead>
<tr>
<th>M&amp;IE Total</th>
<th>$46</th>
<th>$51</th>
<th>$56</th>
<th>$51</th>
<th>$66</th>
<th>$71</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continental Breakfast/Breakfast</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>Lunch</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>15</td>
<td>16</td>
<td>18</td>
</tr>
<tr>
<td>Dinner</td>
<td>23</td>
<td>26</td>
<td>29</td>
<td>31</td>
<td>34</td>
<td>36</td>
</tr>
<tr>
<td>Incidental</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

The shortcut to this page is www.gsa.gov/mie.

**Contacts**

Additional Contacts For Travel Management Policy