



## **Board Policy No. 177**

### **Transit Passes & Meeting Expense Reimbursements for Board and General Manager-Appointed Advisory Committee Members**

**ADOPTED:** 10/1992

**RECENT AMENDMENT:** 3/27/2024

**SEE ALSO:** 251A

**SUBJECT CATEGORY:** SECTION 100, GOVERNANCE &  
ADMINISTRATION

**SUBSECTION:** ADVISORY BODIES

**CONTROL DEPARTMENT:** DISTRICT SECRETARY, ACCESSIBLE  
SERVICES

#### **I. PURPOSE**

The purpose of this policy is to set forth the types of meeting expenses for which advisory committee members appointed by the Board of Directors or the General Manager may seek reimbursement during the course of their work as members of the committee.

#### **II. PERSONS AFFECTED**

All members of advisory committees appointed by the Board of Directors or General Manager, excluding members of the Parcel Tax Fiscal Oversight Committee.

#### **III. DEFINITIONS**

**“Meeting”** means any official meeting of an advisory committee.

#### **IV. POLICY**

##### **A. Fixed-Route Transit Pass**

1. AC Transit will provide a fixed-route transit pass to all committee members upon appointment and attendance at their first meeting of the committee. The transit pass is to be used to enable participation at committee meetings and AC Transit public hearings.
2. The transit pass may only be used by the person to which the pass has been issued.
3. The transit pass must be returned to the District immediately upon resignation from the committee or upon notice to a committee member that they have not been reappointed to the committee.

##### **B. Types of Expenses that are Reimbursable**

1. AC Transit will reimburse committee members for the following types of expenses when incurred to enable participation at committee meetings and AC Transit public hearings:

- a. Interpreters (disability-related)
  - b. Readers (disability-related)
  - c. Miscellaneous expenses that are directly related to committee business that are pre-approved by the General Manager prior to incurring the expense.
2. The rate of payment for a reimbursable expense must not exceed the lesser of the following limits: 1) the normal service rates in the general community, or 2) the limits established below. Exceeding either of these limits is grounds for denying the reimbursement request.
  - a. Interpreters: Market rate.

### **C. Reimbursement Procedure**

1. Procedures for authorization and reimbursement of expenses provided under this policy must be consistent with Administrative Regulation 251A and within the budgetary amounts established for the District department assigned to support the work of the committee.

### **D. Review**

1. The Board of Directors, on a quarterly basis, shall review a summary of expenses reimbursed under this policy. This information may be included in the General Manager's Report.