

BUSINESS & TRAVEL EXPENSES REIMBURSEMENT POLICY

It is the policy of the Authority to reimburse Directors and Authority staff (Legal Counsel, Executive Director and other persons authorized by the Board of Directors to represent the Authority for Authority related work) for expenses while attending to Authority business, including but not limited to Board meetings and other meetings, conferences, seminars and classes. On those occasions when travel is required, the following procedures shall apply:

1. Rental Vehicles and Other Expenses

Authority staff may rent a car or other vehicle from qualified rental car agencies as the Authority does not currently own any vehicles. Any out of pocket expenses, such as parking, gas, tolls or emergency repairs, shall be reimbursed upon presentation of appropriate receipts.

2. Use of Private Vehicle

If Authority staff require use of their private vehicle on Authority business, he/she shall be compensated at the prevailing IRS per diem mileage rate, after submittal of documentation, which states purpose of travel, and dates covered. The IRS per diem mileage rate is meant to cover all costs associated with travel, including parking and gasoline purchases.

Proof of adequate insurance is required covering collision, personal injury and property damage for any person using a personal vehicle in the performance of Authority work.

3. Airline Travel

When the distance may be too great for driving or more cost efficient, Authority staff may be reimbursed for airline travel at the economy rate. Reimbursement for actual expenses for parking, bus, shuttle, ridesharing or cab fares from the airport will be provided.

4. Lodging

It is the policy of the Authority to exercise prudence with respect to hotel/motel accommodations. It is also the policy of the Authority for Board Directors and staff to stay at the main hotel/motel location of a conference, seminar, or class to gain maximum participation and advantage of interaction with others whenever possible. Actual hotel/motel costs shall be reimbursed, including parking and valet fees. Personal phone calls, mini bar and movies are not reimbursable.

5. Per Diem

Any Authority staff traveling on Authority business shall receive in addition to transportation and lodging expenses, a per diem allowance to cover ordinary expenses such as meals, refreshments and standard tips. The amount set for per diem shall be considered fair reimbursement and the employee shall neither be required to account for use of the per diem, return the unused portions, nor claim additional expenses for these items.

The per diem shall include the State of California (2019) meal and incidental rates of \$7.00 for breakfast, \$11.00 for lunch, \$23.00 for dinner, and \$5 for incidentals for a daily total of

\$46.00, excluding the cost of any alcoholic beverage. Authority staff shall be eligible for breakfast per diem if they are required to leave prior to 7:30 a.m. in order to reach their destination on time and dinner per diem if they arrive back after 6:30 p.m. Authority staff may be authorized a dinner per diem if they are required to leave the evening prior to a conference, meeting or class. Authority staff shall not receive a per diem for a meal when that meal is included in the registration of a conference or class. Conversely, if a meal is included as part of the conference, but the cost is additional, Authority staff may be reimbursed the additional out of pocket expenses for the meal provided appropriate receipts are turned in.

6. Board of Directors

Reimbursements to Board of Directors may be provided in the same manner as Authority staff if requested. Board Directors may advise the Executive Director with advance notice so that staff may make timely accommodation/registration arrangements prior to travel.

7. Credit Cards

Authority credit cards may be used only for those necessary and allowable expenses contained in this Policy and properly claimed by the individual to whom the card has been issued. Authority credit cards may not be used to obtain cash. Any penalty or excessive charges against the Authority due to misuse of a credit card or negligent use of the card, shall be borne by that individual.

Credit card receipts should contain a general description as to what was purchased; such as hotel room, air fare, breakfast, lunch, dinner, etc. Detailed receipts must be attached. In the event an Authority credit card is used to purchase breakfast, lunch, and/or dinner, the per diem rates shall still apply, and the employee must reimburse the Authority for the difference in the cost, if greater than the per diem rates.