

EAST BAY REGIONAL COMMUNICATIONS SYSTEM AUTHORITY

ADMINISTRATIVE POLICIES

NUMBER

AP 2009-2

Page 1 of 3

REVISION

January 28, 2013

SUPERSEDES

SUBJECT

TRAVEL REIMBURSEMENT POLICY

APPROVED BY

Resolution # 09-2

EFFECTIVE DATE

February 20, 2009

A. POLICY STATEMENT

The following policy applies to EBRCSA Board members, Alternate Board members, Staff members and Consultants. Pre-approval for travel must be obtained from the Finance Committee and/or Board Chair prior to travel. A detailed expense report, with itemized receipts, must be submitted within two weeks of the last day of travel in order to receive reimbursement. All Board members traveling at the expense of the Authority shall provide a brief report at the next regular meeting of the Board of Directors.

Non-reimbursable Expenditures

- a) Alcoholic beverages are prohibited expenditures;
- b) Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;
- c) Family expenses, including partner's expenses when accompanying official on agency-related business, as well as children- or pet-related expenses;
- d) Any personal portion of any trip.

Conferences/Seminars or other travel requiring reimbursement

- a) Attendance at conferences/seminars or other trips for EBRCSA business must be preapproved by the Finance Committee and/or the Board Chair if the Committee is unable to meet in time to approve the request.

Lodging

- a) For conferences/seminars, and EBRCSA business, lodging costs are allowable if the time and the distance traveled justify the overnight stay.
- b) The EBRCSA only pays for necessary accommodations.
For example, a four-day conference that begins at 9:00 a.m. on the first day and ends at noon on the last day requires four nights lodging (i.e., the night before the first day through the third day).
- c) Lodging may not exceed the maximum group rates published for a conference.
- d) For additional savings, the claimant should inquire about obtaining a *government rate* (which is significantly lower than the standard rate) when booking hotel rooms.
- e) Restricted and prohibited expenses
 - Upgrades from the standard room rate or extras such as movie rentals and health club fees are prohibited expenses.
 - Prepayment for lodging is prohibited unless it is included in the conference registration fees as one lump sum. In this rare case, it is included on the *Prepaid Tuition Form*.

- f) Supporting documents
- Reimbursement for lodging costs requires a hotel/motel statement and proof of payment.
 - The individual designates phone calls as "*related to EBRCSA business*" or "*personal*." Personal calls are not reimbursable.
 - A written explanation of any unusual circumstances regarding the number of nights or the cost of the room.

Mileage, public transportation, bridge tolls, and parking

- a) Those who use their own vehicles while performing official EBRCSA business may receive reimbursement for mileage, parking, bridge tolls, and public transit fares. Usage of personal vehicles must be preapproved.
- b) Those who use vehicles owned by member agencies may receive reimbursement for parking, and bridge tolls.
- c) Mileage
- Maximum amount reimbursable
- 1) The EBRCSA reimburses employees/contractors only for mileage in excess of their regular commute (i.e., it does not reimburse employees/contractors for their regular commute mileage between work and home). The use of the vehicle must be preapproved. Reimbursement will be based on a per mile basis as listed below, or per current IRS rates at time of travel:

Effective Date	Mileage Rate
As of January 1, 2013	56.5 cents per mile

- 2) Public transportation, parking, and bridge tolls:

Expense	Receipt required?
Bridge tolls	No, designate as bridge toll on claim form
BART	No, designate as BART on claim form
Bus passes	No, designate as bus pass on claim form
FasTrak Toll Charges	No, designate as FasTrak on claim form
Metered parking	No, designate as metered parking on claim form
Non-metered parking	Proof of payment (e.g., cash receipt) is required
Other transportation	Proof of payment (e.g., cash receipt) is required

Out-of-state travel

- a) Out-of-state travel is allowable under specific circumstances. Travel outside of the State of California, on the recommendation of the Executive Director, must be pre-approved by the Finance Committee and /or the Board Chair if timing will not allow for the Committee to meet.

Transportation

- a) When traveling to a conference or training, make every effort to obtain the lowest airfare possible and to use the least expensive method of transportation.
- b) The claim must ensure that the employee/contractor does not submit a *Personal Expense Claim* that includes transportation expenses for which the EBRCSA already paid.
- c) The EBRCSA will reimburse for rental car charges if it is not practical to use shuttles and/or public transportation. Rental car invoice must be submitted to receive reimbursement.

Meals/Incidentals

- a) Meals (including tips up to 15 percent) may be reimbursed under specific circumstances.
- Meals must be reasonable in cost and reimbursement requests shall not include alcoholic beverages.
 - Meals must be within the travel period. If travel time is involved on the day before and/or the day after the meeting, one meal may be reimbursed on the day of travel.
 - The meal was not included in the airfare.
 - The meal was not included in the registration fee.
 - Normally, only lunch is reimbursed for a day conference.
 - Incidentals are defined as fees and tips given to porters, baggage carriers, bellhops, hotel maids, flight attendants, etc., and shall not exceed \$5 per day.

The claim is based on one of the following three methods. The method of reimbursement must be the same throughout the trip (e.g., method 1, 2, or 3). Method 3 can only be used if the sponsor of the event does not include the cost of a meal in the registration fees but charges all attendees for the meal:

	Method	Reimbursement
1	Detailed receipts (showing items purchased) are provided with the claim for all meals.	Meal expenses and associated gratuities will be reimbursed at actual cost generally not exceeding the daily maximum of \$66 per day*
2	Receipts are <i>not</i> provided for all meals.	At a flat rate for the actual cost of the meals: not to exceed \$66 per day, \$12 for breakfast, \$18 for lunch, and \$36 for dinner. Without a receipt, the reimbursement amount is the lesser of the actual cost or the flat rate. If the individual purchases less than three meals per day, the claim may not exceed the maximum amount reimbursable for the purchased meals. This is not a per diem. The meal must be purchased to be reimbursed. Normally, only lunch is reimbursed for a one-day conference.
3	The sponsor of the event does not include the cost of a meal in the registration fee but charges all attendees for the meal.	Cost of that meal (supported by an original receipt) may be combined with the flat rate for the other meals on the trip.

*Based on 2011 U.S. General Services Administration standards for travel in metropolitan areas most commonly frequented by EBRCSA representatives.