CIRA
CALIFORNIA INTERGOVERNMENTAL RISK AUTHORITY

Address:
2330 E. Bidwell Street, Suite 150
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CIRA BOARD POLICY 2.0

TRAVEL AND EXPENSE POLICY

The purpose of this policy is to establish guidelines for the reimbursement of actual and reasonable travel expenses incurred by any authorized traveler conducting CIRA business, including participating in conferences and workshops.

Government Code Section 36514.5 authorizes reimbursement for actual and necessary expenses incurred in the performance of official duties. The Board of Directors sets forth the following guidelines for travel and reimbursement of expenses related to travel. Each Committee, Board and staff member will be provided with a copy of this Travel and Expense Reimbursement Policy.

Authorized Travelers

The following individuals may apply for travel expense reimbursement:

- Members of the Board of Directors, or the Alternate in the absence of the Director. However, if attending a Board of Directors meeting, both the Director and Alternate may apply for reimbursement.
- Members of the Executive Committee.
- Members of Subcommittees or Ad Hoc Committees.
- CIRA Staff Members.
- Other individuals as may be designated or approved by the Executive Committee and/or Board of Directors.

Types of Reimbursable Travel

- Regular and special meetings of the Board of Directors, Executive Committee, Subcommittees, and Ad Hoc Committees
- Authorized conferences, seminars, and workshops
- Travel to conduct CIRA business with members
- Out-of-state travel as approved by the President or Board of Directors
- Other CIRA Board-approved events.

Responsibility

Authorized individuals traveling on official CIRA business are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. The

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traveler should obtain appropriate receipts for all applicable charges and keep a personal record of all miscellaneous expenditures chargeable to CIRA.

The General Manager shall administer the expenditure of travel funds in accordance with the adopted Annual Budget and established travel policies.

Expense Reimbursement Forms

Expense reimbursement requests are the responsibility of the traveler and should be submitted using the approved form (sample attached) upon return from the travel or meeting within 30 days, but no later than the end of the current fiscal year. Allowable expenses are reimbursed based on the guidelines set forth in this Policy. To obtain reimbursement of approved expenses, the following specific documentation must accompany the expense reimbursement request:

- Receipts must be attached to support all expenditures as indicated on the form.
- Itemized paid hotel receipt provided upon checkout.
- Airline ticket copies (or itinerary for "ticket-less" travel)
- Receipt and sales form for car rental

For receipts that contain charges for non-reimbursable items, the item to be reimbursed must be clearly identified (highlight, circle, check mark, etc.) on the receipt.

I. Travel-Related Expenses

CIRA will reimburse authorized travelers as follows:

a. Accommodations

CIRA will rely on travelers to select the most reasonably priced lodging accommodations when traveling on official business out of town. No maximum rate has been established as CIRA recognizes that reasonable lodging rates will vary based upon the availability, area and location of the meeting, conference or workshop.

For meetings, reservations and payment will be made by CIRA; however, it is the traveler's responsibility to timely notify CIRA staff of changes and cancellations. The following applies to reimbursement for accommodations while traveling on CIRA business:

- The traveler is responsible for changing or canceling any lodging reservations in a timely manner to avoid charges by the hotel. The traveler is responsible for charges made to CIRA for late or lack of cancellation.

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- Reimbursable expenses for accommodations include room, sales tax, and standard gratuity where applicable.
- Lodging shall be limited to the minimum number of nights required to conduct CIRA business.
- Reimbursement for shared lodging (two or more travelers on CIRA business). Each traveler should claim and be reimbursed for the traveler's share of the lodging. If one of the travelers pays for the entire cost, then that traveler shall be reimbursed for the accommodation, but should cross-reference the other traveler's name on the expense reimbursement form.
- The Traveler is solely responsible for personal incidentals such as personal telephone calls, laundry, movies, etc.

b. Meal Reimbursement

CIRA relies on the traveler to exercise prudence in restaurant, menu, and beverage selections. Meals that are reasonable and customary are reimbursed the actual cost including tip, up to the following maximum amounts: Breakfast $15.00; Lunch $20.00; and Dinner $50.00. Alternatively, Officers or staff traveling frequently on Authority business may be compensated at the appropriate IRS rate on a per diem basis.

The following applies to reimbursement for food while traveling on CIRA business:

- Meals that are necessary for the period traveled are reimbursed.
- Gratuity for meals will be reimbursed.
- Room service charges are to be included as part of the standard meal allowance.
- Meals included in airfare, or as part of training/conference fees, meetings, or skipped by the traveler, cannot be claimed for reimbursement.

c. Business Meals

Occasionally, it is necessary to host a meal to conduct business discussions at a location away from the office. Such business meals should not be extravagant, but reasonable considering the location in which it is held. The per diem allowance does not apply to group dinners for CIRA Board members, or when staff is hosting prospective members, or meeting with business contacts and may include limited alcoholic beverages.

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When submitting business meals for reimbursement, the expense reimbursement form must indicate the business matter(s) discussed, the traveler(s) present and be approved by the Authority's General Manager, or the Board President or Vice-President.

d. Transportation

CIRA relies on its travelers to arrange for transportation as economically as feasible. Such reimbursable transportation includes, but is not limited to mileage, car rentals, fuel, shuttles, parking, taxis, and air fares. Reimbursement will be based on the most economical means of transportation considering timing, cost, and availability.

If a CIRA meeting is cancelled due to extraordinary circumstances and non-reimbursable travel arrangements have been made or the traveler is not able to cancel in a timely manner, then CIRA will refund the traveler for the expenses incurred. However, this will not apply to airline tickets that may be used for future air travel. Conversely, if the traveler makes arrangements to attend a meeting or conference and decides not to attend, but does not cancel the arrangements timely, CIRA will not be responsible for the costs incurred.

Ground Transportation

- For each CIRA meeting, the Authority reserves and pays for shuttle transportation to and from the airport for the convenience of its members.
- Taxi/Shuttle. Travelers are encouraged to utilize a hotel's complimentary shuttle, when available, or the most economical method of travel; reasonable costs for such services are reimbursable.
- Rental Cars. Commercial auto rental will be allowed if alternative personal or public transportation is unavailable or unreasonable.
- Personal Vehicles. Mileage for use of a personal vehicle on CIRA business will be reimbursed at the current internal Revenue Service (IRS) mileage reimbursement rate.

Airfare

- Reimbursement will be at the lowest reasonable cost of coach class travel.

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- If business and personal travel are combined, the traveler is to reimburse CIRA for the personal portion of the trip.
- If CIRA business causes a scheduled flight to be changed, then the difference in air fare is reimbursable.
- "Early check-in" charges are reimbursable. Business Select or other upgrade service is not reimbursable.

e. Other Allowable Expenses

- Parking fees and toll charges. If available, receipts must be attached to the expense reimbursement form.
- Telephone, Internet, or facsimile charges related to CIRA business.
- Tips should be reasonable, based upon the service provided.
- Other necessary CIRA-related expenses not covered in this Policy must be properly explained and supported by documentation. Such expenses might include, but are not limited to, transporting, and the set-up of a display booth, registration fees at a conference, AV equipment at a meeting, etc.

II. Settlement of Travel Expenses

Travelers on CIRA business are responsible for the accurate preparation of travel expense requests. These travel expenditures must be within budgetary constraints and reimbursements shall be approved by CIRA's General Manager. Should a conflict exist on a reimbursement, a final decision will be rendered by the General Manager for staff members and the Board President for Executive Committee and Board Members.

III. Exclusions

Non-reimbursable personal expenses include, but are not limited to, the following:

- Personal items or services: entertainment not included in registration, in-room movies, snack bar/container, laundry/dry cleaning, personal telephone calls, hair cuts, shoe shines, etc.
- Gas, oil and repairs to privately-owned vehicles. This is covered within the IRS rated mileage reimbursement provided for driving to and from the event.
- Fitness/health facilities (unless billed as a mandatory service fee by the hotel).
- Expenses incurred by other individuals accompanying the traveler.

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- Meals for breakfast, lunch, or dinner when CIRA/conference/workshop provides for the meal. However, meals are reimbursable if staff or Board members are conducting CIRA business during the conference or workshop.
- Alcoholic beverages; however, this does not apply to CIRA hosted events.

IV. Travel Expense Reimbursement Procedure

It is the traveler's responsibility to request reimbursement by using the approved CIRA Travel Expense Reimbursement Form (available on the CIRA website). The form must be completed in accordance with the documentation requirements outlined in this Policy and signed by the traveler to certify its correctness and completeness.

- The submittal will be audited and processed by the Authority's accountant for payment.
- The General Manager will review and approve payment; except that expenses submitted by the General Manager will be reviewed and approved by the appropriate Executive Officer.
- Checks will be mailed to the address indicated on the reimbursement form.

V. Revisions of Provisions in Travel Policy

This Policy shall be revised as deemed by the CIRA Board of Directors and the Executive Committee. Provisions shall be applicable at the time the revised Policy is adopted.

END.