

Number: **BP 008**

Related Admin. Procedure AP 008
Authority: Board of Directors
Effective: December 20, 2012
Revised: July 11, 2023
Reviewed: July 20, 2023
Initiating Dept./Div.: Administration



BOARD POLICY

TRAVEL EXPENSE REIMBURSEMENT POLICY

1. All District staff travel including but not limited to attend conferences, training, seminars, meetings, and while conducting other official District Business must be approved in advance, with the exception of urgent or emergency travel benefiting the District. District travel is authorized by Board majority through budget approval, report, or position paper. Arrangements must be made in compliance with Administrative Procedures executed and enforced by the General Manager.
2. Board Members' attendance at conferences will be approved by the Board in advance for the calendar year on a Board agenda.
3. Board Members, District Counsel and the General Manager are authorized to travel without prior approval for compelling reasons, provided reasonable effort has been made to obtain prior approval. Review of such travel will be consistent with the approval process identified in item 6 of this policy.
4. Travelers are responsible for the timely preparation and submission of post-travel expense reports, summarizing all costs of the travel incurred separately by the employee and District, to the Finance Division for audit and reimbursement processing purposes.
5. While traveling on District business, it is the responsibility of elected officials, appointed officials, and employees to use sound judgment to ensure reasonable expenditure of District funds.

Board Members whose expenses do not fall within this policy may be submitted to the Board of Directors for approval, in a public meeting, before the expense is incurred.

6. The General Manager, or their designee, shall approve travel reimbursement documents for the Board, General Counsel, and the Secretary of the District; and the Board President, President Pro-Tem, or the Secretary of the District shall approve travel reimbursement documents for the General Manager. The General Manager or their designee shall approve all travel approval/reimbursement documents for

his/her direct reports, and in certain instances, other staff. Staff travel costs must be authorized in advance by the appropriate supervisory body as specified in this policy's underlying Administrative Procedures prior to reimbursement.

7. Per Diem is an allowance paid to a traveler for meals and incidental expenses incurred when traveling. This allowance is in lieu of paying their actual travel expenses and is based on the IRS approved rate for the area where they travel. Staff will follow per diem procedures while Board Members will be reimbursed up to the Per Diem rate, with receipts, for the city where their travel occurs.

8. Board expenses not related to this policy; refer to resolution adopted by the Board on setting forth procedures for appointment to and establishment of Board committees and meeting compensation and expense reimbursement for Board Members. In addition, AB 1234 requires Board members to provide a report, written or verbal, to the Board in open session on the event, conference, seminar or training attended, to be agendaized within 30 days of the event, and this will also be adhered to.

[Original Retained by the Secretary of the District]