

GOLDEN STATE RISK MANAGEMENT AUTHORITY

TRAVEL POLICY

ADOPTED: JANUARY 12, 2005

REVISED: JANUARY 11, 2012

Golden State Risk Management Authority (GSRMA) recognizes the obligation to reimburse each member Agency for their designated representative, or alternate, for ordinary and necessary travel expenses incurred while conducting Authority business. The Board of Directors of the Golden State Risk Management Authority hereby adopts this travel policy.

POLICY

Golden State Risk Management Authority, (GSRMA) will reimburse each member Agency for their designated representative, or alternate, for ordinary and necessary travel expenses.

- A. Each member Agency shall be reimbursed for travel expenses incurred by their designated representative, or alternate, attending regularly scheduled and special meetings of the Board of Directors.
- B. GSRMA recognizes the business value of member Agency designated representative or their alternate attending GSRMA meetings and activities. GSRMA will reimburse member Agencies for ordinary and necessary travel expenses incurred by their designated representative, or alternate, to attend any GSRMA function in which the member Agency representative, or alternate, is registered and attends.
- C. Travel expenses for purposes other than attendance at regular or special meetings of the Board or the appropriate committee shall be specifically approved in GSRMA's budget or by the Board.
- D. GSRMA will reimburse travel expenses based on the most economical and cost effective mode of transportation.
- E. Generally, all reimbursements will be paid to the member Agency. Reimbursement directly to the member Agency representative, or alternate, may be made if requested by the member Agency's Board or management.
- F. The following **Travel Policy Guidelines** are attached to assist members to implement this policy. Exceptions to this policy or the implementing guidelines must be approved in advance by the GSRMA Board.

GOLDEN STATE RISK MANAGEMENT AUTHORITY

TRAVEL POLICY GUIDELINES	ADOPTED: JANUARY 12, 2005 REVISED: JANUARY 11, 2012
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- I. Automobile Expenses:** GSRMA will pay a mileage allowance equivalent to the amount authorized by the Internal Revenue Service for the designated representative's, or alternate's, use of private automobiles.
- A. GSRMA will reimburse for mileage from the point of departure to the point of return. The mileage reimbursement shall be based on the most direct or commonly traveled route.
 - B. A designated representative, or alternate, may choose to rent an automobile instead of using a personal vehicle. Reimbursement for rental cars used to travel between the member Agency's location and the meeting shall not exceed the IRS mileage rate per mile times the mileage of the most direct or commonly traveled route.
 - C. Rental autos used for transportation between an airport or station and hotel or meeting site should be used only if it is the most economic transportation considering the availability and cost of shuttles and taxis. Reasonable efforts should be made to share rental auto expenses with other representatives or alternates when appropriate. The size of vehicle rented shall be appropriate to the length of trip and number of people being transported.
 - D. A designated representative, or alternate, may choose to use a district vehicle. GSRMA will reimburse the member Agency at its normal vehicle usage rate, not to exceed the IRS mileage rate.
- II. Transportation Fares:** GSRMA will reimburse the member Agency for the cost of transportation fares for travel by air, rail or bus.
- A. Government rate should be requested when available. Absent a government rate, the lowest available rate should be used. A proof of payment or airline, train or bus ticket receipt is required to be attached to the travel claim.
 - B. Air transportation should be used when it is the most economic mode of transportation. Exceptions to this rule must be approved in advance by the GSRMA Board.
 - C. Frequent flyer miles, or "friends fly free"-type benefits may be retained by the designated representative, or alternate.

III. Lodging: GSRMA will reimburse the member Agency for their designated representative's, or alternate's, out of town lodging expenses. A proof of payment or hotel receipt shall be attached to the travel expenses claim form.

- A. Government, corporate, or conference rates should be requested when available. If a government, corporate or conference rate is not available, GSRMA will reimburse at the single occupant rate. Transient or occupancy tax exemption should be requested when available to government employees.
- B. Member Agency designated representative, or alternate, may request GSRMA staff to make hotel reservations for their travel. Often, GSRMA is required to guarantee payment for reservations made on behalf of its members. In the event that a designated representative, or alternate, cannot honor a reservation, the member Agency, their designated representative, or alternate, is responsible for canceling the reservation in a timely manner to avoid a hotel charge. In the event the reservation is not canceled, and GSRMA is billed for the lodging, the member Agency will be charged. If alternate lodging is purchased, GSRMA will reimburse the member for the lesser of the two rooms purchased.
- C. Hotel dividend points or benefits offered by hotels may be retained by the designated representative, or alternate. Hotel dividend points or benefits obtained by the group purchase of hotel rooms and services shall be retained and used by GSRMA.

IV. Meals: GSRMA will reimburse member Agencies for their designated representative's, or alternate's, out of town meal expenses. *(See attachment for maximum per meal allowance)*

- A. The maximum daily reimbursement for meals shall equal the standard meal allowance set by the Internal Revenue Service for the majority of California locations. This allowance includes tips to meal servers.
- B. When lunches or other meals are included with conference or meeting registrations, an alternate meal expense will not be reimbursed.
- C. Designated representative, or alternate, may request Staff to make meal reservations during GSRMA meetings. GSRMA is often required to guarantee meal counts made on behalf of its members in advance. In the event that a designated representative, or alternate, cannot honor his or her reservation, the member Agency, their representative, or alternate, is responsible for canceling said reservation. In the event the reservation is not canceled, the meal will not be reimbursed.

D. GSRMA will reimburse member Agencies for partial day meal expenses in accordance to the following percentages of the standard meal allowance. This applies when traveling for less than a 24 hour period or when paragraphs IV B and C apply.

		Percentage of Standard Daily <u>Meal Allowance</u>
Breakfast	Midnight to 10:00 a.m.	20%
Lunch	10:00 a.m. to 4:00 p.m.	30%
Dinner	4:00 p.m. to Midnight	50%

V. **Parking and Tolls:** GSRMA will reimburse the member Agency for their designated representative's, or alternate's, parking expenses or toll fees incurred while on GSRMA business.

VI. **Incidental Expenses:** GSRMA will reimburse member Agencies for the following incidental expenses incurred while their representative, or alternate, is on GSRMA business:

- A. Telephone: The cost of business calls including business communication by fax machine or other communication devices.
- B. Baggage and shipping: The cost of sending baggage or meeting material between member Agency location(s) and the meeting location.
- C. Tips: Tips to meal servers are included in the standard meal allowance.

VII. **Expenses not covered:** GSRMA will not reimburse member Agencies for personal expenses incurred while on GSRMA business.

VII. **Travel expense claims:** A travel expense claim form shall be submitted on forms provided by GSRMA. Receipts shall accompany the travel expense claim form. GSRMA retains the right to audit any claim requesting reimbursement. The claim must include the following:

- Designated representative's, or alternate's, name.
- Member Agency name and address where payment should be sent.
- Date and purpose of the meeting.
- Location of the meeting.
- Itemized statement of expenses incurred.
- Total expenses incurred.
- Designated representative's, or alternate's, or authorized member Agency personnel's certification and signature.

GSRMA Expense Forms can be obtained on the GSRMA website (www.gsrma.org) or by contacting the main office at 530-934-5633.