

GOLDEN STATE RISK MANAGEMENT AUTHORITY

TRAVEL POLICY

ADOPTED: JANUARY 12, 2005

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

POLICY

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

- A. Each member Agency's designated representative or their alternate, shall be reimbursed for travel expenses incurred attending regularly scheduled and special meetings of the Board of Directors.
- B. GSRMA recognizes the business value of GSRMA designated representative or their alternate attending all GSRMA meetings and activities. GSRMA will reimburse designated representatives or their alternate for ordinary and necessary travel expenses to attend all GSRMA functions in which the member agency 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. 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 Board.

GOLDEN STATE RISK MANAGEMENT AUTHORITY

TRAVEL POLICY GUIDELINES

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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 their 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 their alternate may choose to rent an automobile instead of using a personal vehicle. Reimbursement for rental cars used to travel between the member's district 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 their alternate may choose to use a district vehicle. GSRMA will reimburse the district at the district's vehicle usage rate, not to exceed the IRS mileage rate.
- II. **Transportation Fares:** GSRMA will reimburse the designated representative or their alternate 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 benefits may be retained by the designated representative or their alternate.
- III. **Lodging:** GSRMA will reimburse the designated representative or their alternate for out of town lodging expenses. A proof of payment or hotel receipt shall be attached to the travel expenses claim.

- 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. The designated representative or their alternate may request Staff to make hotel reservations for their travel. GSRMA is required to guarantee payment for reservations made on behalf of its members. In the event that a designated representative or their alternate can not honor a reservation, the member 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 will be charged. If alternate lodging is purchased, GSRMA will reimburse the member for the lessor of the two rooms purchased.
- C. Hotel dividend points or benefits offered by hotels may be retained by the designated representative or their 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 designated representative or their alternate for 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 their alternate may request Staff to make meal reservations during GSRMA meetings. GSRMA is required to guarantee meal counts made on behalf of its members forty-eight hours in advance. In the event that a designated representative or their alternate cannot honor his or her reservation, the member is responsible for canceling said reservation. In the event the reservation is not canceled, the meal will not be reimbursed.

D. GSRMA will reimburse members 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 designated representative or their alternate for parking expenses or toll fees incurred while on GSRMA business.

VI. **Incidental Expenses:** GSRMA will reimburse members for the following incidental expenses incurred while on GSRMA business.

- A. Telephone: The cost of business calls while on your trip including business communication by fax machine or other communication devices.
- B. Baggage and shipping: The cost of sending baggage or meeting material between your regular work and the meeting locations.
- C. Tips: Tips to meal servers are included in the standard meal allowance.

VII. **Expenses not covered:** GSRMA will not reimburse members 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:

- Claimant's name and address.
- Claimant's entity.
- Date and purpose of the meeting.
- Location of the meeting.
- Itemized statement of expenses incurred.
- Total expenses incurred.

- Amounts payable to the designated representative or their alternate or payable to the agency.
- Claimant's certification and signature.

GSRMA Expense Forms can be obtained by contacting the main office at 530-934-5633.