



To: RCRC Board of Directors
From: Lisa McCargar, Chief Financial Officer
Date: January 8, 2019
Re: RCRC Resolution 19-01: RCRC Board Travel Policy - **ACTION**

Background

The Board Travel Expense Policy was last revised and approved on January 17, 2018. RCRC Management has prepared the Travel Expense Policy (RCRC Resolution 19-01) for RCRC Delegates.

Details and Proposed Changes

There is a proposed change to the attached Resolution in Section V, "Lodging." The new proposed per-night maximum lodging expense reflects an increase to \$135 per night from \$128 per night. This change is based on the official government per diem rates (Sacramento County) as set by the General Services Administration (GSA).

In addition, Section VI, "Meals," contains the following proposed meal allowance changes also based on the official per diem rates for Sacramento as set by the GSA:

MEAL	OLD RATE	PROPOSED RATE
Breakfast	\$15.00	\$16.00
Lunch	\$15.00	\$17.00
Dinner	\$34.00	\$34.00

Mileage Reimbursement

Each year, the Internal Revenue Service (IRS) sets a rate for reimbursement of mileage for personally owned vehicles. For 2019, the standard mileage rate has been set at \$.58, up from \$.545 per mile. The policy indicates that reimbursement will be at the prevailing IRS rate.

Recommendation

It is recommended that the RCRC Board of Directors review and approve the proposed Board Travel Expense Policy, Resolution 19-01.

Attachment

- RCRC Resolution 19-01