

RCRC RESOLUTION 19-01

TRAVEL EXPENSE POLICY FOR THE RURAL COUNTY REPRESENTATIVES OF CALIFORNIA DELEGATES and ALTERNATES

WHEREAS, the Rural County Representatives of California Board of Directors needs to establish rules and regulations concerning travel, lodging and meals;

NOW, THEREFORE, BE IT RESOLVED by the Board of the Rural County Representatives of California (RCRC) that unless otherwise provided by law, the following rules and regulations shall govern RCRC business travel by RCRC delegates.

STATEMENT OF GENERAL POLICY

- A. It is recognized that members of Boards of Supervisors are reimbursed for business expenses by their respective counties. It is the intention of RCRC to encourage involvement in RCRC business by reimbursing RCRC delegates for certain RCRC-related expenses, as described herein. Such a policy is intended to augment county reimbursement, not fully replace it.
- B. Travel is limited to only those purposes which enhance the efficient and effective operation of RCRC.
- C. RCRC Delegates traveling on RCRC-related business shall do so by the most reasonable means available, both in terms of financial costs as a primary focus and productive utilization as a secondary consideration. It is also recognized that circumstances such as the distance to be traveled and the time necessary to travel, emergency situations, inclement weather conditions, etc., are all factors which may have significant impact in determining the allowance for the cost of travel.
- D. Authority to travel and reimbursements for customary and reasonable costs incurred for such travel including meals, transportation, registration, lodging, parking and other related costs shall be in accordance with policy and procedures delineated herein.
- E. Only one voting member (either the Delegate or Alternate) representing each County per meeting will be reimbursed for Board Meeting attendance.
- F. All travel reimbursement claims must be submitted utilizing the RCRC Delegate travel claim form.

- G. In no case will a Delegate be reimbursed in an amount greater than provided in this resolution without approval of the President, Chief Financial Officer or an RCRC Vice President.
- H. Reimbursement for commercial air travel will be at “coach” class cost.
- I. Reimbursement associated with an RCRC Board Meeting or Executive Committee Meeting, attendance at the full meeting is required in order to be reimbursed.
- J. The cost of attendance at the RCRC Annual Meeting shall not be subject to any reimbursement by RCRC except when a Board Meeting is held at the Annual Meeting. In that event only those travel costs which are associated with attendance at that Board Meeting (mileage to and from the Board Meeting location and lodging the night prior to the Board Meeting) will be reimbursed to the Delegate or Alternate if the Delegate or Alternate actually attends the full Board Meeting.

I. TRAVEL DEFINITIONS

Travel in this policy is defined as travel that is necessary to complete RCRC business required by the organization in the performance of its primary function and/or in the course of the assigned duties. Travel for Delegates consists of roundtrip travel from their place of residence or office to attend such required events/activities.

Such travel events include, but are not limited to:

- Meetings or conferences required in the implementation or administration of new or ongoing RCRC program areas.
- Meetings, appearances or other travel necessary to conduct RCRC business requested by the Board of Directors, Chair of the Board, RCRC President, RCRC Chief Financial Officer or an RCRC Vice President.

II. REIMBURSABLE TRAVEL ACTIVITIES

RCRC and its Board recognize the importance of RCRC Officers and Delegates actively participating on behalf of RCRC in certain activities on RCRC business. Such activities occur both in California and outside California.

RCRC will reimburse for travel expenses, including transportation, meals and lodging at the levels approved in this policy, for such activities in the following circumstances:

1. The activity is either an RCRC Board or Executive Committee meeting and the attending person is an official Delegate or designated representative of RCRC.

2. Officer or appointee attendance of a meeting or conference of a body or organization of which RCRC is a member or participant, such as the National Association of Counties (NACO), Western Interstate Region (WIR), the CSAC Annual Conference, etc. and the attending person is an official Delegate or designated representative of RCRC.
3. The meeting is attended per appointment to an outside committee, council, etc. per RCRC Board Chair, Executive Committee and/or Board of Directors appointment as a designated representative of RCRC
4. The activity is official RCRC business and participation has been approved by the RCRC President or Vice President of Governmental Affairs for legislative or policy meetings with State Legislators, Administration, Committees, and Agencies, members of Congress, federal agencies, or similar governmental bodies. Travel outside of California will require the approval of the RCRC Officers, the RCRC President, the RCRC Chief Financial Officer or an RCRC Vice President as appropriate.
5. The activity is a conference or a necessary meeting in which RCRC has been invited to participate, and relates to subjects of interest to RCRC, as determined by the RCRC Board, the RCRC President, Chief Financial Officer or an RCRC Vice President and the person designated to attend makes a report to RCRC regarding his or her activities on behalf of RCRC.
6. The participation of the particular RCRC Officers and Delegates is designated as official RCRC business by the RCRC President, Chief Financial Officer or an RCRC Vice President.
7. The travel, lodging and meal expenses are in connection with the activities described above, and are not for personal or non-official purposes, such as entertainment or tourist related activities organized as part of a conference.

Reimbursements shall be made only upon supporting invoices, receipts and bills consistent with appropriate RCRC policies.

Notwithstanding the above, in no event shall RCRC make reimbursement for lavish expenses for travel, lodging or meals; provided, however, that if the prevailing levels of lodging expenses exceed prevailing per diem levels, RCRC may reimburse for such expenses upon a determination of the RCRC President, Chief Financial Officer or an RCRC Vice President that the location, prevailing costs of lodging, or business necessity required more expensive lodging or meals.

RCRC Officers and Delegates who are public officials under Government Code Section 87200 or are designated employees of a governmental agency, including but not limited to an RCRC-affiliated Joint Powers Authority, will be required to report payments as income on their FPPC Form 700 Statement of Economic

Interests. RCRC will provide to such persons annually a listing of reimbursements for these reporting purposes.

III. LICENSE, INSURANCE REQUIREMENTS AND MEANS OF TRAVEL

Licenses - All RCRC Delegates operating any vehicle used in the performance of RCRC-related business must possess a valid driver's license. All RCRC Delegates flying/piloting their own or a rented aircraft in the performance of RCRC-related business must possess a valid and proper license.

Insurance Requirements - Any Delegate who uses their personal vehicle, rental vehicle or government vehicle for travel on RCRC-related business shall carry insurance for personal injury or property damage at or above state mandated minimum levels at that time. Delegates not in compliance with these minimum standards shall not be authorized to drive their personal vehicle, rental vehicle or government vehicle on RCRC business. If requested, Delegate is required to provide proof of licensing and insurance.

Any Delegate flying/piloting an aircraft for travel on RCRC-related business shall carry comprehensive liability insurance coverage in the minimum amount of \$1,000,000 prior to their using the aircraft to conduct RCRC business. Delegates not in compliance with these requirements shall not be authorized to fly their own or a rented aircraft on RCRC business. If requested, Delegate is required to provide proof of licensing and insurance. RCRC's Liability and Excess Liability policies exclude aircraft.

IV. MILEAGE CALCULATION AND REIMBURSEMENT

Mileage Calculation-Roundtrip mileage is to be calculated from the Delegate's principal place of employment or home to the destination. Any special circumstances which inflate the normal mileage should be accompanied by an explanation in the expense claim and are subject to denial.

Mileage Reimbursement Rate-Authorized private vehicle usage for RCRC business travel will be reimbursed at the rate allowed under prevailing Internal Revenue Service rules and regulations as maintained by RCRC.

Aircraft Travel- RCRC Delegate's use of a private aircraft will be reimbursed at the same rate as that allowed by the Internal Revenue Service for a private automobile as stated under "Mileage Reimbursement Rate" or at the cost of commercial air travel.

Other Forms of Travel- RCRC Delegate's choosing to utilize another form of travel, such as train or other transit, shall be reimbursed at the same rate as if travel occurred as addressed in the Statements of General Policy. Item C. states RCRC Delegates traveling on RCRC-related business shall do so by the most reasonable means available, both in terms of financial costs as a primary focus

and productive utilization as a secondary consideration. And Item H: Reimbursement for commercial air travel will be at “coach” class cost.

V. LODGING

Hotel Allowance-Delegates should seek the lowest cost accommodation reasonably available for the intended travel. For lodging in the Sacramento area, RCRC will reimburse lodging expense, inclusive of room rate, occupancy tax and other fees, up to a maximum of \$135 per night. In the event that RCRC has arranged a block of rooms for the event and the cost of the room within that block is greater than \$135, RCRC will reimburse the cost of the room at the block rate. Delegates are charged with using reasonable care and judgment in regard to whether overnight accommodations are required for their participation.

Guidelines regarding the need for overnight accommodations are as follows:

- For a two-day meeting/event when one-way travel from place of residence or office to the meeting/event is more than 75 miles or if travel will take more than 1 to 1 ½ hours;
- For a one-day meeting/event when one-way travel from place of residence or office is more than 150 miles or if travel will take longer than 2 hours; or
- In circumstances when the delegate needs to remain in Sacramento to participate at an RCRC associated event that will end later than 6:30 pm or in an early meeting the following morning.
- When participation in RCRC business requires arrival the night before for a meeting in Sacramento that begins at 8:00 am or earlier.

For accommodation reimbursement associated with an RCRC Board Meeting or Executive Committee Meeting, attendance at the full meeting is required in order to be reimbursed.

Transient Occupancy Tax- Occupancy tax can sometimes be waived by the motel/hotel dependent upon local regulation. Delegates traveling should always inquire about an exemption when appropriate.

VI. MEALS

Meal Allowances- Meal allowances (total of \$67 per day) will be reimbursed at the following rate, however, receipts must be provided:

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|-------------|---------|
| • Breakfast | \$16.00 |
| • Lunch | \$17.00 |
| • Dinner | \$34.00 |

Delegates will not be reimbursed for meals if the cost of a meal is included in the conference fee either reimbursed or paid directly by RCRC. Delegates will not be reimbursed for meals that are provided at RCRC events or meetings.

Meal Times - Delegates are charged with using reasonable care and judgment in regard to reimbursements. Reasonable times are generally considered to be departure prior to 7:00 a.m. for breakfast and return to residence after 6:00 p.m. for dinner.

Meal Limitations - Reimbursement will not include alcoholic beverages regardless of meal type or captive nature. Gratuities are capped at 15% of the cost of the meal.

Captive Meal - Captive refers specifically to those instances where a Delegate must/should participate in a dining event as part of an agenda event. Required group meetings, gatherings or functions for which meal allowances will be claimed for breakfasts, luncheons or dinners and which are of a captive nature shall be reimbursed at actual cost even though it exceeds those amounts set forth under Meal Allowances. Expense claims for meals at such meetings, gatherings or functions (captive meals) will state the captive nature of the meal for which the expense claim is being presented.

Fixed Prices - When attendance at official meetings or conventions forces fixed prices, the claimant must list the items separately on the claim form as "Official Banquet" or other such language and the amount thereof. In this event, all such items will be supported by receipts verifying such charges. If supporting documents are not obtainable, then a statement to this effect will be made by the claimant. The RCRC President or Chief Financial Officer reserves the right to deny any undocumented expenses.

VII. EXPENSE DOCUMENTATION

Receipt Requirements- Receipts must be provided for reimbursable expenses including the following:

- All lodging expenses paid at actual cost. There is \$135 per night maximum in the Sacramento area, inclusive of room rate, taxes and fees.
- All meal expenses
- Registration fees (only if not prepaid by RCRC)
- Telephone calls related to RCRC business in excess of \$2.50 per trip
- Fax charges for RCRC related business in excess of \$2.50 per trip
- Taxi/Bus fare in excess of \$5.00 per travel period
- Car Rental
- Air Travel (use ticket stub or electronic itinerary)
- Other common carrier (use ticket stub)
- Commuter bus fare (i.e. Airporter service)
- Toll Charges in excess of \$6.00
- "Captive Meal" and "Fixed Prices" as described in Section VI (a written explanation of circumstances and approval by the RCRC President or Chief Financial Officer can suffice.)
- Parking, at standard parking rates for City visited

VIII. NON-REIMBURSABLE PERSONAL EXPENSE

Personal Expense- Any and all expenses that are for the direct personal needs of the Delegate, except as otherwise identified as reimbursable under this document, are not reimbursable by RCRC. Examples of such non-reimbursable items are listed below. This is not intended to be an all-inclusive list.

- Personal telephone calls, internet charges and personal fax transmissions
- Alcoholic Beverages (Except as provided in connection with an RCRC business related meeting or event)
- Entertainment (including related transportation costs)
- Violations of legal requirements

IX. CLAIM PROCESS

Completed claim forms are to be submitted to RCRC within thirty (30) days after the completion of the trip/expense. Failure to adhere to the filing deadline may result in the denial of the reimbursement claim

The claim form must include the purpose of the trip/expense, and the inclusive dates. All expenditures must be itemized and all claims will include receipts for expenses as detailed earlier under the section titled **EXPENSE DOCUMENTATION**.

The claim information must include all expenses of the trip whether or not they were paid directly to a vendor. The claim form is intended to be a recap of the complete trip as a reconciliation of all expenses and a central location for all receipts. Those items paid in advance or by credit card should be duly noted.

Secretary's Certificate

I certify that the foregoing is a true and accurate description of action taken at a properly constituted meeting of the Board of Directors of the Rural County Representatives of California on January 16, 2019.

Secretary's Signature