



To: Members of the RCRC Board of Directors
From: Lisa McCargar, Chief Operating Officer/Chief Financial Officer
Date: January 5, 2021
Re: RCRC Resolution 21-01: RCRC Board Travel Policy - **ACTION**

Background

The Board Travel Expense Policy was last revised and approved on January 15, 2020. RCRC Management has prepared the Travel Expense Policy (RCRC Resolution 21-01) 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 \$145 per night from \$140 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 also based on the official per diem rates for Sacramento as set by the GSA:

MEAL	PROPOSED MAXIMUM ALLOWANCE
Breakfast	\$16.00
Lunch	\$17.00
Dinner	\$34.00

The proposed *meal allowance maximum reimbursements* are also based on the official government per diem rates (Sacramento County) as set by the General Services Administration. The per diem rates remain unchanged from 2020.

Mileage Reimbursement

Each year, the Internal Revenue Service (IRS) sets a rate for reimbursement of mileage for personally owned vehicles. For 2021, the standard mileage rate is \$0.56, down from \$0.575 in 2020. 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 21-01.

Attachment

- RCRC Resolution 21-01