

**Bay Area Regional Interoperable Communications Systems Authority  
(BayRICS)**

**ADMINISTRATIVE POLICY**

<b>SUBJECT</b> <b>TRAVEL AND INCIDENTAL EXPENSE</b> <b>REIMBURSEMENT POLICY</b>	<b>APPROVED BY</b> Board Action	<b>EFFECTIVE DATE</b> 03/01/12
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**POLICY STATEMENT**

The following policy applies to BayRICS Authority Board members, Alternate Board members, Staff members and others who incur authorized business travel expenses or other incidental expenses on behalf of the BayRICS Authority. All expenses incurred must be directly related to official BayRICS business and must be a reasonable and prudent use of public funds. All individuals traveling outside of the Bay Area at the expense of the Authority shall provide a brief report at the next regular meeting of the Board of Directors.

**I. Authorization and Reporting**

Pre-approval for all travel outside of the Bay Area must be obtained from the Board, or from the Board Chair if the travel must occur before the next scheduled Board meeting. The General Manager or Project Manager may authorize incidental expense reimbursement of less than \$1,000.00 or for travel within the Bay Area that does not include overnight stay or meal reimbursement with subsequent notice to the Board Chair and Treasurer. All other expenses must be pre-approved by the Board or Chair and should be supported by written statement of need. A detailed *Incidental Expense Claim Form* (Attachment 1) or *Travel Expense Claim Form* (Attachment 2), with itemized receipts, must be submitted to the General Manager or Project Manager within a reasonable period of time (normally two weeks) from the date that the expense was incurred in order to receive reimbursement. The General Manager or Project Manager may approve the claim, or, if additional approval is required, will submit the claim to the Board or Chair for approval. The BayRICS Treasurer is authorized to pay any claim properly approved and submitted pursuant to this policy.

**II. Travel Expenses Generally**

Travelers should choose the most efficient, direct and economical travel options required for the occasion and any individual who chooses a different route, without adequate justification, must assume any additional expense incurred. If for traveler's personal convenience, there is interruption or deviation from the direct route, the travel cost cannot exceed that which would have been incurred on uninterrupted travel. Travel is authorized for the minimum number of persons necessary to carry out the business purpose of the travel, and only for those whose job tasks are directly related to the purpose of the travel.

**III. Occasions for Travel:**

Examples include the following types of occasions when the BayRICS traveler is required to travel out of the general region to:

- Attend a convention, seminar, meeting, school, or training;
- Make professional presentations as a representative for BayRICS;
- Interview persons; inspect programs, facilities or institutions; conduct surveys; exchange professional information;
- Work at a project location sufficiently distant from the main or regular place of work to require overnight lodging
- Participate in formal activities, including hosting of persons who, for protocol reasons, merit appropriate courtesies and hospitality;

**IV. Non-occasions for Travel:**

Membership in an organization is not of itself a basis for travel authorization, and in no circumstance shall individuals be authorized to travel as a reward for meritorious service, performance, or employee recognition, unless the purpose is to receive an award of formal recognition bestowed by a recognized outside organization for work performed for BayRICS.

Exceptions to specific provisions of the BayRICS travel policy may be authorized by the Board on a case-by-case basis, and only when there is adequate written justification and documentation and the travel is within the intent of the overall travel policy.

**V. Non-reimbursable Expenditures**

- a) Alcoholic beverages are prohibited expenditures;
- b) Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;
- c) Family expenses, including partner's expenses when accompanying official on agency-related business, as well as children- or pet-related expenses;
- d) Any personal portion of any trip;
- e) Travel to or from any regular or special meeting of the Board of Directors or Committee of the Board, unless that meeting takes place outside of the Bay Area.

**VI. Conferences/Seminars or other travel requiring reimbursement**

Attendance at conferences/seminars or other trips for BayRICS business must be preapproved by the Board or the Board Chair if the full Board is unable to meet in time to approve the request.

**VII. Lodging**

- a) For approved travel to attend conferences/seminars, lodging costs are allowable if the time and the distance traveled justify the overnight stay.
- b) BayRICS only pays for necessary accommodations. *For example, a four-day conference that begins at 9:00 a.m. on the first day and ends at noon on the last day requires four nights lodging ( i.e., the night before the first day through the third day).*
- c) Lodging may not exceed the maximum group rates published for a conference.
- d) For additional savings, the claimant should inquire about obtaining a *government rate* (which is significantly lower than the standard rate) when booking hotel rooms.

e) Restricted and prohibited expenses (additional costs, if incurred, must be paid at by the traveler):

- Upgrades from the standard room rate
- Extras such as movie rentals and health club fees.

f) Supporting documents:

- Reimbursement for lodging costs requires a hotel/motel statement and proof of payment.
- The individual should designate phone calls as "*related to BayRICS business*" or "*personal*." Personal calls are not reimbursable.
- A written explanation of any unusual circumstances or costs.

**VIII. Mileage, public transportation, bridge tolls, and parking**

- a) Individuals who use their own vehicles while performing official BayRICS business may receive reimbursement for mileage, parking, bridge tolls, and public transit fares.
- b) Individuals who use vehicles owned by member agencies may receive reimbursement for parking, and bridge tolls.
- c) BayRICS reimburses employees only for mileage in excess of their regular commute (i.e., it does not reimburse employees for their regular commute mileage between work and home). Reimbursement will be based on a per mile basis as listed below, or per current IRS rates at time of travel:

<b>Effective Date</b>	<b>Mileage Rate</b>
As of July 1, 2011	55.5 cents per mile

**IX. Out-of-state travel**

Out-of-state travel is allowable only under specific circumstances. Travel outside of the State of California, on the recommendation of the Project Manger or General Manager, must be pre-approved by the Board and/or the Board Chair if timing will not allow for the Board to meet.

**X. Transportation**

- a) When traveling to a conference or training, make every effort to obtain the lowest airfare possible and to use the least expensive method of transportation.
- b) The claim must ensure that the employee does not submit a *Personal Expense Claim* that includes transportation expenses for which BayRICS already paid.
- c) BayRICS will reimburse for rental car charges if it is not practical to use shuttles and/or public transportation. Rental car invoice must be submitted to receive reimbursement.

**XI. Meals/Incidentals**

- a) Meals (including tips up to 15 percent) may be reimbursed under specific circumstances.

- Meals must be reasonable in cost and reimbursement requests shall not include alcoholic beverages.
- Meals must be within the travel period. If travel time is involved on the day before and/or the day after the meeting, one meal may be reimbursed on the day of travel.
- The meal was not included in the airfare.
- The meal was not included in the conference or event registration fee.
- Normally, only lunch is reimbursed for a day conference.
- Incidentals are defined as fees and tips given to porters, baggage carriers, bellhops, hotel maids, flight attendants, etc., and shall not exceed \$5 per day.

b) The meal claim amount should be based on one of the following two methods. The method of reimbursement must be the same throughout the trip:

Method		Reimbursement
1	Detailed receipts (showing items purchased) are provided with the claim for <b>all</b> meals.	Meal expenses and associated gratuities will be reimbursed at actual cost generally not exceeding the daily maximum of \$66 per day*
2	Receipts are <i>not</i> provided for <b>all</b> meals.	At a flat rate for the actual cost of the meals: not to exceed \$66 per day, \$12 for breakfast, \$18 for lunch, and \$36 for dinner. Without a receipt, the reimbursement amount is the lesser of the actual cost or the flat rate. This is <b>not</b> a per diem. The meal must be purchased to be reimbursed.

\*Based on 2011 U.S. General Services Administration standards for travel in metropolitan areas.