

<b>POLICY NO. 2.1</b> Board Member Travel & Conference Guidelines	<b>DISTRICT CODE</b> Chapter 2.12 Sections 2.12.010 – 2.12.160	<b>APPROVAL DATE</b> 08/22/2017 <b>EFFECTIVE DATE</b> 08/23/2017
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**PURPOSE** (2.12.010)

Board members may attend conferences, seminars, training, events, and meetings in the performance of their official duties as a representative of the District. This policy is intended to set uniform policies and procedures for expenses allowed and procedures for reimbursement.

**POLICY** (2.12.020)

This policy applies to members of the board of directors conducting official business of the District. The policy provides definitions, procedures and guidelines to ensure that the necessary paperwork and reporting is documented to ensure compliance with requirements of California Government Code Sections 53232.2 and 53232.3.

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**SECTION 1: DEFINITIONS** (2.12.030)

- A. Board member – a member of the Cucamonga Valley Water District Board of Directors. When attending events the board member is considered a representative of the District.
- B. Calendar of Events – The Calendar of Events is a summary of the events board members are scheduled to attend and will appear on the Consent Calendar of the Board Meeting Agenda at each Board of Directors meeting for approval prior to the event. In the event that advance approval may not be feasible, the item will be submitted for approval at the next regularly scheduled meeting of the Board of Directors.

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- C. Daily Meeting Stipend - Pursuant to California Water Code Section 20202 a daily per diem amount is paid to board members for a day of service which will not be paid for more than a total of ten (10) days in any calendar month and for not more than one meeting or event per day.
- D. Event – any professional conference, seminar, meeting and/or training, and travel days needed to attend the event.
- E. Executive Assistant – Support staff that coordinates all travel arrangements and Travel Expense Reports for the board of directors.
- F. General Manager/CEO – General Manager/CEO or their designee.
- G. U.S. General Service Administration - Centralized procurement for the federal government whose policies cover standardize travel rates for reimbursement.
- H. Finance Review – a procedure performed by the Finance Manager to ensure that the expense report is accurate, complete, includes proper documentation, and complies with this policy.
- I. IRS – Internal Revenue Service.

**SECTION 2: BUSINESS CONDUCT** (2.12.040)

Board members serve the public as representatives of the District and must do so with ethical and business performance standards expected of a public agency. Prudent judgment and compliance with all other District policies is required. Travel and expense guidelines for District employees are contained in Employee Policy 4.8.

**SECTION 3: GENERAL PROVISIONS** (2.12.050)

Board members shall be reimbursed for expenses directly related to their attendance at conferences, seminars, meetings, events and/or functions which provide a direct benefit to the District. Board members are expected to incur expenses that a reasonable and prudent person would incur if traveling on personal business. Costs that are deemed unnecessary, unrelated, or otherwise excessive, will not be reimbursed or paid. Expenses will be reimbursed upon submission of the required expense report forms.

If the board member plans to travel with a guest, the board member shall be responsible at his/her sole cost and expense, for making all arrangements, reimbursements and payments in connection with that guest.

**SECTION 4: COMPENSATION** (2.12.060)

Daily Meeting Stipend - Board Members will be compensated at the rate set by District policy (Ord. No. 2015-11-1; Municipal Code 2.04.010), as said policy may be revised from time to time, and consistent with applicable law (“Daily Meeting Stipend”). Pursuant to California Water Code Section 20202, such

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compensation will not be paid for more than a total of ten (10) days in any calendar month and for no more than one Event per day. To be entitled to a Daily Meeting Stipend under this policy, the event in question must constitute one of the following:

- A. A meeting of the Board of Directors within the meaning of Government Code section 54952.2(a);
- B. A meeting of a District committee within the meaning of Government Code section 54952(b);
- C. An advisory body meeting within the meaning of Government Code section 54952(b);
- D. A conference or organized educational activity conducted in compliance with Government Code section 54952.2(c), including ethics training required by Government Code sections 53234 and following;
- E. A meeting of any multi-jurisdictional governmental body on which a Board Member serves as the District's designated representative;
- F. Any meeting attended or service provided on a given day at the formal request of the Board of Directors and for which the Board of Directors approves payment of a Daily Meeting Stipend. Said approval must be obtained in accordance with approval of the Calendar of Events outlined in the Authorization Section of this policy.

**SECTION 5: AUTHORIZATION** (2.12.070)

Authority for board members attendance at District events is subject to approval of the Board of Directors. The following procedures apply to requests to attend an Event which are submitted by members of the board of directors and where said prior approval is required under the Compensation Section, as set forth above.

- A. Notices for various events are generally received via U.S. Mail, verbally, or electronic correspondence to the Executive Assistant or directly to the board member.
- B. Board members will communicate their interest in attending a District event to the Executive Assistant in a timely manner. The Executive Assistant will note the event on the Calendar of Events and include the event title, date, location, and the board member(s) who will attend. (Form Attached)
- C. The Calendar of Events is placed on the Consent Agenda at each Board of Directors meeting for approval prior to the event. It is recognized that in some cases, advance approval may not be feasible. In those cases, the item will be submitted for approval at the next regularly scheduled meeting of the Board of Directors.
- D. Upon approval of the Calendar of Events, the Executive Assistant will coordinate all accommodation arrangements for the board members.
- E. After attending a District event, board members are required to submit receipts to the Executive Assistant for processing, which is summarized in the Expense Report Section of this policy.

**SECTION 6: TRANSPORTATION** (2.12.080)

The most economical mode and class of transportation shall be used. Transportation to and from an Event shall be arranged, reimbursed or paid based on the following guidelines:

- A. Air Travel – When air travel is necessary, coach or economy class shall be utilized. It is the goal of the District to obtain the least expensive airfare; however it is understood that extenuating circumstances (e.g. tight timelines or connecting flights) may exist requiring modest airline upgrades (e.g. Early Bird Check-In). Changes to flight schedules made during travel are allowable provided they are in the best interest of the District.
- B. Car Rental/Taxi/Ride Share – Car rental, taxi service or ride share services are allowable modes of transportation. Board members shall utilize the service that is the most practical and safe form of transportation. When traveling together, board members should make an effort to share transportation whenever feasible.
- C. Private Transportation – Board members shall use private transportation when conducting business for the District. Reimbursement for such use will be in accordance with current U.S. General Services Administration privately owned vehicle reimbursement rates which includes aircraft, automobile, and motorcycle. The US General Services Administration reimbursement rate is intended to cover the private mode of transportation for business purposes. These costs include standard maintenance, repairs, taxes, fuel, insurance and registration fees.
  - 1. Should a board member choose to use a personal mode of transportation in lieu of commercial airline travel, mileage reimbursement is not to exceed the cost of coach round-trip airfare.
  - 2. Any additional expenses (i.e. lodging, recreational) related to the use of the personal vehicle as the mode of transportation will be at the board member expense.
- D. Parking Expenses - When parking expenses are incurred, long-term airport parking should be used especially for travel exceeding 24 hours. When parking at a hotel or an Event is required, board members should use normal parking fees.

**SECTION 7: LODGING** (2.12.090)

Lodging expenses will be reimbursed for board members only, expenses will not be reimbursed for guests or family members. The conference-sponsored hotel group rate shall be used if available. If the group rate is not available, other possible discounts (e.g. government rate) shall be requested. If lodging cannot be arranged at the conference-sponsored hotel, then the most reasonably priced lodging shall be used.

**SECTION 8: MEALS** (2.12.100)

Expenses for food shall be moderate and reasonable. When meals are included in the cost of the Event registration, board members are encouraged to take advantage of these meals. As a guideline, board

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members will be reimbursed for actual meal expenses, including all taxes and gratuities up to \$80 per day.

Board members must submit a detailed, original receipt that indicates the meals and beverages ordered. The summary credit card receipt shall not be considered a valid receipt. Board members must note the name(s) and relationship of all parties included on the receipt. In no instance will the board member be reimbursed for alcoholic beverages; therefore, these must be paid directly by the individual.

**SECTION 9: OTHER REIMBURSABLE EXPENSES (2.12.110)**

Aside from requirements for obtaining a Daily Meeting Stipend, as set forth in this policy, expenses incurred in connection with the following types of activities generally constitute authorized expenses for which board members shall be eligible for reimbursement in accordance with this policy:

- A. Communicating with representatives of regional, state and national government on District adopted policy positions;
- B. Attending educational seminars designed to improve Board Member's skill and information levels;
- C. Participating in regional, state and national organizations whose activities affect the District's interests;
- D. Recognizing service to the District (for example, employee appreciation and recognition activities);
- E. Attending District events;
- F. Meetings such as those listed above for which a Daily Meeting Stipend is expressly authorized under this policy.

**SECTION 10: NON-REIMBURSABLE EXPENSES (2.12.120)**

District funds must only be used for authorized business of the District. Expenses that are deemed unnecessary, unrelated or otherwise excessive, will not be reimbursed or paid. The following list is provided as a guideline of those expenses that will not be reimbursed.

- A. The personal portion of any trip
- B. Family expenses, including partner's expenses when accompanying the board member on agency-related business, as well as children-related expenses
- C. Political or charitable contributions or events
- D. Entertainment expenses, including theater, movies, sporting events, gym/spa fees, golf related expenses, or other cultural events

- E. Alcoholic beverages
- F. Non-mileage personal automobile expenses, including fuel, repairs, traffic citations, insurance or gasoline; and
- G. Personal losses incurred while on District business
- H. Personal toiletry/sundry items, laundry or dry cleaning
- I. Gratuities or tips exceeding twenty percent (20%)
- J. Expenses that are reimbursed by another agency or organization

**SECTION 11: EXPENSE REPORTS** (2.12.130)

In accordance with the IRS Accountable Plan regulations, all travel-related expenses shall be documented with a receipt. Upon return from an Event, board members will provide their original receipts and other documentation to the Executive Assistant within a reasonable time period. Once the Executive Assistant has received the Event receipts an Expense Report will be completed within ten (10) business days.

All expenses reported on the Travel Expense Report must comply with the District's policies relating to expenses. All Expense Reports will be approved by the General Manager/CEO, and then forwarded to Finance for review and processing to ensure that the report is accurate, complete, justified with proper documentation, and coded to the correct general ledger account.

In the event that a board member has misplaced a travel receipt, efforts should be made to locate a duplicate copy with the merchant. Inability to provide the required documentation in a timely fashion may result in the expense being borne by the board member. The information submitted on the Travel Expense Report is a public record, and hence subject to a Public Records Request.

**SECTION 12: REPORTS TO THE BOARD OF DIRECTORS** (2.12.140)

At the following Board of Directors meeting, each board member shall briefly report on meetings attended at District expense. If multiple board members attended, a joint report may be made. Board members should keep in mind that some expenses may be subject to reporting under the Political Reform Act and other laws. All District expenses are public records subject to disclosure under the Public Records Act and other laws.

**SECTION 13: ANNUAL TRAVEL REIMBURSEMENT DISCLOSURE** (2.12.150)

In accordance with Government Code Section 53065.5, District Finance staff will prepare an annual report for the Board's review and approval. This report shall disclose all annual travel expenses incurred by Board Members that exceed \$100 per individual charge. Individual charges include one meal, lodging for one day, transportation and conference/seminar registration.

**SECTION 14: POLICY COMPLIANCE** (2.12.160)

Pursuant to Government Code Section 53232.4, use of public resources or falsifying expense reports in violation of this policy may result in penalties including, but not limited to, the following: (a) loss of reimbursement privileges, (b) a demand for restitution to the District, (c) the District's reporting the expenses as income to the board member to state and federal tax authorities, (d) civil penalties of up to \$1,000 per day and three times the value of the resources used, and (e) prosecution for misuse of public resources.

**POLICY REVISION DATES:**

08/22/2017 (Resolution No. 2017-8-1)