

RESOLUTION NO. 5-2016

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CENTRAL SAN JOAQUIN VALLEY RISK MANAGEMENT AUTHORITY
ESTABLISHING A TRAVEL AND MEETING ATTENDANCE POLICY AND
TRAVEL EXPENSE GUIDE

WHEREAS, members of the Board of Directors and Executive Committee of the Central San Joaquin Valley Risk Management Authority, hereinafter Authority, are required from time to time to attend various conferences, meetings, seminars, and institutes which relate directly to the Authority's programs, policies, operations, and activities;

WHEREAS, the Authority recognizes that attendance at such functions serves a vital forum for the exchange of ideas and methods in all areas of the risk management administration, presenting and receiving information, and advocating legislation for the benefit of the Authority;

WHEREAS, the Authority encourages these activities; and

WHEREAS, in order that attendance at such functions be made possible without unreasonable personal or financial sacrifice, while maintaining a fiduciary responsibility towards Authority funds, policies and procedures need to be established.

NOW, THEREFORE, BE IT RESOLVED that:

1. Resolution No. 2-11 is herewith cancelled.
2. It is the responsibility of each member to accomplish the Authority's travel as economically as feasible. The Executive Committee shall administer the provisions of this travel policy and shall have the authority to reduce or increase the allocation for travel whenever, in their judgment, the travel reimbursement should be other than that provided by this policy. The Administrator of the Authority shall first determine if these amounts are valid. If the amounts are rejected, the final decision shall be made by the Executive Committee.
3. Board members attending Authority business related meetings, conferences, seminars, etc. by automobile shall be reimbursed for mileage if a private vehicle is used. The Authority shall reimburse the member city for gasoline expenses if a city vehicle is used. It is the policy of the Authority that reimbursement of mileage costs shall not be made for regularly scheduled Executive Committee and Board of Directors meetings. Directors should make every effort to "car pool" when more than one director is attending the same conference from the same region. Mileage reimbursement for privately owned automobiles shall be at the then current IRS rate. Proper documentation will be required.

If an automobile is rented while attending a conference reached by air travel, the cost of the rental, gas, and insurance shall be reimbursed.

4. The Authority recognizes that attendance by spouses at certain Authority activities is beneficial and supportive of the attendance of the official at the function. In such cases, the Authority shall provide for expenses of lodging (double occupancy).
5. The Authority will pay for related conference, meeting, or seminar expenditures. These expenditures include the following:

- Registration
- Lodging
- Meals
- Tips*
- Bus/Taxi fares
- Parking fees
- Toll bridges
- Fuel
- Business calls
- Home phone calls**
- Internet access charges

* In the range of 15%, but no more than 15%

** One phone call per day to residence is generally adequate except in family emergencies

Ineligible expenses, or non-conference related costs, include the following:

- Excess baggage charges
- In-flight charges
- Any increase in airline fares once tickets have been purchased
- In-room movies
- Laundry services (for conferences of less than a three day duration)
- Non-Authority related phone calls
- Entertainment outside of those activities offered as part of the conference registration package
- Personal services, such as beauty parlor, hair cuts, etc.

6. The cost of meals and miscellaneous expenses should normally not exceed \$60 per day. This amount is established on an approximate distribution as follows:

- Breakfast \$ 8.00
- Lunch \$12.00


- Dinner \$25.00
- Other \$15.00

It is the policy of the Authority to not pay for the purchase of alcoholic beverages.

7. The Authority will seek reimbursement for any applicable charges from the member when reservations are not cancelled within the time period as stipulated by the Authority. Any members who provide notice of cancellation for a meeting or conference subsequent to the cancellation deadline will be responsible for paying all fees incurred by the Authority on their behalf and will be billed accordingly. The only exception to this requirement is if the member can verify the cancellation was due to an emergency situation such as a death in the family.
8. After returning from a conference, meeting, or seminar, the attendee is to complete a travel expense form, available from the Authority's office. An individual member city expense form will also be accepted. The signed expense form with all receipts attached is to be submitted to the Authority's office no later than two weeks after returning. Completed forms are to be signed by the member. For ineligible expenses, if an Authority credit card or funds from the Authority are used directly, the item is to be designated ineligible on the expense form and either added to any amount due the Authority or deducted from any amount due the requestor.

This Resolution was adopted by the Board of Directors at a regular meeting of the Board held on March 24, 2016, City of Selma, County of Fresno, by the following vote:

AYES	<u>53</u>
NOES	<u>0</u>
ABSTAIN	<u>0</u>
ABSENT	<u>1</u>



PRESIDENT

ATTEST:



ACTING BOARD SECRETARY