

RESOLUTION NO. 2019-01

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE VECTOR CONTROL JOINT POWERS AGENCY
ESTABLISHING EXPENSE REIMBURSEMENT GUIDELINES

WHEREAS, directors and alternates of the Vector Control Joint Powers Agency “(Agency)” Board of Directors are required to attend various meetings, conferences, and seminars and incur other business-related expenses that relate directly to the Agency’s programs, policies, operations, and activities;

WHEREAS, the Agency recognizes that attendance at such functions benefits the Agency and its programs and administration, including serving as a vital forum for the exchange of ideas and methods in all areas of self-insurance and risk management administration, presenting and receiving information, and advocating legislation for the benefit of the Agency and its members;

WHEREAS, the Agency desires to pay or reimburse for actual, necessary and reasonable expenses incurred in the performance of official duties in order that attendance at Agency meetings and business be made possible without unreasonable personal financial expense;

WHEREAS, the Agency will pay or reimburse Agency directors and alternates for certain actual, necessary and reasonable expenses incurred in the performance of official duties, in accordance with the terms of the guidelines adopted by this resolution;

WHEREAS, this resolution establishes guidelines specifying the types of expenses that qualify for payment or reimbursement and the appropriate reasonable reimbursement rates and other cost control standards;

WHEREAS, this policy is adopted in order to satisfy the requirements of Government Code sections 53232.2 and 53233.3;

WHEREAS, this policy is not to supersede Resolution No. 2017-01, Establishing an Annual Workshop Attendance Policy.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Agency that the following expense reimbursement guidelines are hereby established:

1. Authorized and Ineligible Expenses.

- (a) Authorized Business. The Agency will pay directly or reimburse actual, necessary and reasonable travel, meal, lodging and other incidental expenses incurred by Agency directors and alternates to (1) attend Agency Board of Directors, Executive Committee and other committee meetings, (2) attend other professional, educational or vocational meetings approved by the Board of Directors, and (3) conduct other Agency business

approved by the Board of Directors. Payment and reimbursement of expenses must be consistent with the limits and procedures in this policy.

- (b) **Ineligible Expenses.** The Agency will not pay or reimburse the following types of ineligible expenses: political or charitable contributions or events; family expenses, including spouse, partner and/or children expenses when accompanying the official on Agency-related business; entertainment expenses (outside of activities offered as part of a conference registration package), including theater, movies (either in-room or at the theater), and sporting events (including gym, massage and/or golf related expenses); non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; personal losses (e.g., theft) incurred while on Agency business; excess baggage fees; charges for personal services (e.g., haircut, laundry service); any expense that is reimbursed by the director's or alternate's employer; or, any other expense that is not directly related to the authorized Agency business.

2. Cost Limits. Payment or reimbursement of expenses shall be provided in accordance with and subject to the limitations of the standards in this section.

(a) **General.**

- (1) All travel, meal, lodging and other expenses under this policy shall comply with the limits as established in Internal Revenue Service Publication 463 (Travel, Entertainment, Gift and Car Expenses), except as otherwise provided in this policy. The Agency shall comply with the accountable plan requirements of IRS Publication 463.
- (2) Directors and alternates must use government and group rates offered by a provider of transportation or lodging services for travel and lodging when available.

(b) **Transportation.** The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route.

- (1) **Automobile.** Automobile mileage is reimbursed at the IRS mileage rates in effect at the time of travel. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. If an automobile is rented, reimbursement will be based on the actual, necessary and reasonable rental rates for a compact or mid-size automobile. IRS mileage rates will not be paid for rental vehicles. Actual bridge and road tolls are also reimbursable. In the event director(s) and/or alternate(s) travel together in a personal automobile, the owner of the automobile will be the individual reimbursed. The Agency will not pay travel reimbursement if a director or alternate travels in a vehicle owned by its employer.

- (2) Airfare. Airfare must be at coach rates.
 - (3) Taxis/Shuttles/Rideshare. Taxis, shuttles, or rideshare fares may be reimbursed, including a 15 percent gratuity per fare, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.
- (c) Lodging. Lodging expenses will be paid or reimbursed when travel on authorized Agency business reasonably requires an overnight stay.
- (1) Conferences/Meetings. If lodging is in connection with a conference or organized educational activity, lodging costs must not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available at the time of booking. If the group rate is not available, the director or alternate must use comparable lodging consistent with the standard for Other Lodging (below).
 - (2) Other Lodging. In the event that government or group rates are not available at a given time or in a given area, lodging rates must not exceed the IRS per diem lodging rate for the area (see IRS Publication 1542 (Per Diem Rates)).
 - (3) Internet Access. If Internet access is required for business-related work on a personal computer, then the lodging expense may include an Internet access charge.
- (d) Meals. Travel-related meal expenses will be reimbursed at actual cost and supported by receipts. Daily meal expenses shall not exceed the meal expense limits established and modified from time to time by U.S. General Services Administration for federal employees on official travel. The daily meal limits shall vary based on the location of the travel in accordance with the GSA rules. To apply the GSA rules, determine the travel location, look up the location-specific information at the GSA per diem rate website (currently www.gsa.gov/perdiem), find the rates for the travel area, and then use the rates in the Meals & Incidentals (M&IE) Breakdown table. The reimbursement for a particular meal may exceed the GSA limit for that meal, so long as the total reimbursement for all meals that day does not exceed the combined GSA daily meal limit. Meal expense reimbursement also may include a reasonable and customary tip not to exceed 20%. All meal expenses must be reasonable and necessary, and not lavish or extravagant. Reimbursement for a meal will not be paid for any meal that is included with a conference or meeting registration fee.

- (e) Other. Other actual, necessary and reasonable incidental expenses that are directly related to the authorized Agency business, as determined by the Administrator/Executive Director.

3. Procedure.

- (a) Report Form. Expense reimbursement reports (in a form provided by the Agency Administrator/Executive Director) must be submitted within one month after incurring the expense. Reports must be accompanied by receipts documenting each expense (except for mileage expense reimbursement and tolls). Reports must document that the expense in question is business-related and otherwise complies with the requirements and limits of this policy. All expense reimbursement forms and other documents related to reimbursable expenditures are public records subject to disclosure under the California Public Records Act.
- (b) Report Back. When a director or alternate attends a conference or organized educational activity at the expense of the Agency, he or she shall provide a brief written or oral report on the meeting to the Board of Directors at its next regular meeting.
- (c) Administration. All expenses are subject to verification and audit to ensure that they comply with this policy. The Administrator/Executive Director and Executive Committee shall administer this policy and may reject or modify an expense payment or reimbursement item as appropriate to comply with the policy's limits. The Executive Director first shall determine if the requested amount is consistent with the policy. If an amount is rejected or reduced by the Administrator/Executive Director, the person seeking payment or reimbursement may appeal the decision to the Executive Committee.
- (d) Enforcement. Receipt of Agency funds in violation of this policy or falsifying an expense reimbursement report may result in any or all of the following: (1) loss of reimbursement privileges; (2) demand for restitution to the Agency; (3) reporting the expenses by the Agency as income to the director or alternate; (4) civil penalties of up to \$1,000 per day and three times the value of the resources used; and (5) criminal prosecution for misuse of public resources. (See Government Code § 53232.4.)

This Resolution of the Board of Directors was adopted this 17th day of April, 2019 in Sacramento, California by a majority vote of the Board of Directors then present and voting at a regular meeting of the Board.

AYES	<u> 6 </u>
NOES	<u> 0 </u>
ABTAIN	<u> 0 </u>
ABSENT	<u> 0 </u>

PRESIDENT

BOARD SECRETARY