



**TRUCKEE TAHOE AIRPORT DISTRICT  
BOARD OF DIRECTOR STAFF REPORT**

**AGENDA TITLE:** Policy Instruction Amendment and Revision Approval Request.  
PI 306 – Reimbursement of Expenses Related to Travel, Lodging, and Meals in Conjunction with Seminar, Conference, or Meeting Attendance.

**MEETING DATE:** January 24, 2018

**PREPARED BY:** Kevin Smith, General Manager

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**RECOMMENDED ACTION:** Staff requests Board approval by consent of the proposed amendments to PI 306 as attached and described below.

**DISCUSSION:** The Board of Directors last revised the District’s Travel policy 4 years ago. Due to a changing and dynamic travel industry, staff is recommending a few modifications to the policy to conform to current airline practices as well as policy related to meal and incidental per diem expenses. District staff reviewed travel policies from various other local special districts as well as the Town of Truckee to assure consistency with other local agencies, particularly related to per diem.

The following modifications have been proposed to PI 306. Significant changes are highlighted in yellow.

- Scope – Staff expanded the description to include all travelers traveling on District business, not just “employees.” This would include Board Member, ACAT Members, etc.
- Section 5 – Meals and Incidentals. Staff proposes to continue using the GSA per diem system. However to stay consistent with the purpose and intent of per diem and to fully leverage the efficiency of such, staff proposes to remove the requirement to turn in receipts for meals and incidentals when not using a District credit card. This requirement is unnecessary and redundant per the per diem methodology. This will also reduce the use of District Credit Cards for employee travel related to meals and incidentals and in turn reduce the paper work burden related to expense report reconciliation by the

Finance and Administration department. Staff has included a provision for meals provided by a conference or workshop. Generally those will be subtracted from the per diem reimbursement.

- **Section 6 - Travel by Air.** Due to the nature of our industry it is not uncommon for District employees, Board of Directors, ACAT, etc. to travel by air. Staff is recommending various new provisions in this policy to keep the District consistent and/or ahead of the airline industry ancillary fee practices. This new travel by air section clarifies policies related to checked bags, seat selection, early bird check in, when and if economy extra, comfort or business class seating is approved, TSA Pre Check reimbursement, and vehicle parking. Staff feels these new provisions are reasonable and economical for the District and respects the employee/traveler's needs while traveling on District business. Please review Section 6 for full details of the policy.

**WHAT'S NEXT:** If approved by the Board, this policy will be effective January 1, 2018. Board, Staff, ACAT and others traveling on District business will be informed and trained on its provisions.

**FISCAL IMPACT:** Staff does not anticipate any noticeable fiscal impact of this revised Policy Instruction.

**PROPOSED CONSENT MOTION(S):** I move to approve the staff request to amend and revise Policy Instruction 306 per the proposed amendments and revisions as attached with an effective date of January 1, 2018.

**ATTACHMENTS:**

New Proposed Policy – PI 306 - Reimbursement of Expenses Related to Travel, Lodging, and Meals in Conjunction with Seminar, Conference, or Meeting Attendance.

Current Policy – PI 306 - Reimbursement of Employee Expenses Related to Travel, Lodging, and Meals in Conjunction with Seminar, Conference, or Meeting Attendance.