

TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTORS AGENDA ITEM SUMMARY

Topic: Revisions to Policy Instruction 210 – Board of Directors Remuneration and Expenditure Reimbursement and Policy Instruction 306 – Reimbursement of Employee Expenses Related to Travel, Lodging, and Meals in Conjunction with Seminar, Conference or Meeting Attendance

Purpose	Information:	Guidance:	Decision:	X
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Recommendation Approve the revisions to the indicated policy instructions.

Last Action The Board expense reimbursement policy instructions were both formulated in 2006. They relied on the base IRS per diem rate (established by the U.S. General Services Administration – ‘GSA’) for meals of \$46 dollars per day and stated that the General Manager could grant an exception to the rate at his discretion (related to the cost of living of an area).

Discussion The IRS’s base per diem rate for meals and incidental expenses is still \$46 per day. There are about 400 Non-Standard Areas (NSAs) that have per diem rates higher than the standard \$46/day rate. The GSA’s website is very user friendly and has the per diem rates broken down by area (<http://www.gsa.gov/portal/>). By providing the link to the GSA website in the policy and showing the breakdown of the per diem rates by meal, the employee/board member who is completing their expense report will know the amount of reimbursement they are allowed if their travels take them to a NSA. This will also decrease the number of expense reports the General Manager has to approve when someone is requesting a reimbursement outside the standard \$46/day meal per diem.

Fiscal Impact As the General Manager has typically approved exceptions when employees or board members travel to NSAs there is not anticipated to be any significant fiscal impact.

Communication Strategy The revised policies will be discussed with employees. The Expense Reimbursement Template will be revised as required to coordinate with the policy revision. Revised Expense Report Templates will be distributed.

Attachments PI 210 and PI 306, as revised.

TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

PI NUMBER 210
Formerly 132.2

Effective: February 22, 1994
Revised: May 16, 2002
June 22, 2006
August 25, 2011
January 22, 2014

SUBJECT: Board of Directors Remuneration and Expenditure Reimbursement

PURPOSE: The purpose of this policy is to prescribe the manner in which District directors may be reimbursed for expenditures related to District business, and how Directors may be compensated for their service. The District shall adhere to government Code Sections 53232 through 53232.4 when dealing with issues of Director remuneration and reimbursement. This policy applies to all Board members, and its provisions regarding expense reimbursement are intended to result in no personal gain or loss.

IMPLEMENTATION:

Whenever a member of the Board of Directors of the District desires to be reimbursed for out-of-pocket expenses related to District business, they shall submit their request to the Director of Finance and Administration on a reimbursement form approved by the General Manager. Included on the reimbursement form will be an explanation of the District related purpose for the expenditure(s), and receipts evidencing each expense shall be attached. The Director of Finance and Administration or the General Manager will review and approve reimbursement requests.

POLICY: Director Compensation

1. Each member of the Board of Directors shall receive compensation in the amount of one hundred dollars (\$100.00) for each attendance at a Regular or Special Meeting of the Board held within the District. In the event a meeting is recessed overnight and continued into a second day, each of the members of the Board of Directors shall receive compensation as if in attendance at two meetings.
2. No member of the Board of Directors shall receive payment for more than four (4) meeting attendances (maximum of \$400) in any one calendar month, as governed by the Airport Act.

Director Reimbursement

3. In addition to meetings of the Board of Directors, Board members may consider attendance at the following occurrences to be official duties, and may be reimbursed for actual and necessary expenses incurred as detailed in item 4.
 - a. A meeting of an advisory body; or

- b. A conference or organized educational activity conducted in compliance with Government Code Section 54952.2(c), including but not limited to ethics training required by Government Code Section 53234.
 - c. A conference, seminar or educational class related to airport operations or District governance. This may include, but is not limited to, events sponsored by CalTrans, the FAA, ATA, AAAE, ACI, NBAA, AOPA, California Special District Association, or the Special District Institute.
4. Directors are eligible to receive reimbursements for travel, meals, lodging and other reasonable and necessary expenses for attending the above occurrences on behalf of the District.
- a. Any and all expenses that do not fall within the adopted reimbursement policy or the IRS reimbursable rates are required to be approved by the Board of Directors in a public meeting prior to the expense(s) being incurred. If the approval is not received in advance to the expense being incurred, it shall not be eligible for reimbursement.
 - b. Directors will be reimbursed for the actual meal expenses incurred provided ~~the proper~~itemized receipts are submitted. The maximum meal reimbursement allowed per 24 hours of travel is ~~\$46.00~~based on the IRS per diem rate for the location of the conference. Information on the rate for individual cities can be found at the following website: <http://www.gsa.gov/portal/>, but locations are broken down into six different tiers, as shown in the table below.- The District will not pay for alcoholic beverages. If fewer than three meals in a day are to be paid for by the Director (either due to meals being provided by the conference or training sessions, or due to travel commencement and terminations times), then the following limits will be used:

~~Breakfast~~ ————— ~~\$10.00~~
~~Lunch~~ ————— ~~\$12.00~~
~~Dinner~~ ————— ~~\$24.00~~

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<u>Meal and Incidental Expenses – Totals -></u>	<u>\$46</u>	<u>\$51</u>	<u>\$56</u>	<u>\$61</u>	<u>\$66</u>	<u>\$71</u>
<u>Breakfast</u>	<u>\$7</u>	<u>\$8</u>	<u>\$9</u>	<u>\$10</u>	<u>\$11</u>	<u>\$12</u>
<u>Lunch</u>	<u>\$11</u>	<u>\$12</u>	<u>\$13</u>	<u>\$15</u>	<u>\$16</u>	<u>\$18</u>
<u>Dinner</u>	<u>\$23</u>	<u>\$26</u>	<u>\$29</u>	<u>\$31</u>	<u>\$34</u>	<u>\$36</u>
<u>Incidentals</u>	<u>\$5</u>	<u>\$5</u>	<u>\$5</u>	<u>\$5</u>	<u>\$5</u>	<u>\$5</u>

The amount reimbursed will always be the lesser of the actual amount expended, or the per meal allowance. The General Manager may grant an exception to the per meal limits on an individual basis. Requests for reimbursement for the cost of an outside meal will not be allowed if that meal is already provided in connection with the conference, seminar or meeting. Travel days must begin by 6:00 a.m. for breakfast to be allowed. Travel days must end after 6:00 p.m. for the cost of a dinner to be allowed.

- c. If there are travel or lodging expenses in connection with attendance at the above listed events or other prior approved events, government or group rates offered by the

provider of travel or lodging shall be used when available. Policy Instruction [210-2305](#) addresses Travel by Privately Owned Vehicles.

- d. If the Director is not able to utilize the travel or lodging rates offered by the provider due to a lack of availability, the Director's lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor. If the published group rate is unavailable, Directors shall be reimbursed for comparable lodging at government rates, not to exceed the rates established by the IRS in Publication 463 or any successor publications.
5. The District shall provide expense reimbursement forms to Directors who incur reimbursable expenses on behalf of the District to document that their expenses adhere to this policy.
 - a. Receipts are required to be submitted in conjunction with all items listed on the expense report form. Expenses without receipts will not be reimbursed.
 - b. Expense reports shall be submitted within a reasonable time, but not more than thirty days after incurring the expense.
 6. Directors attending functions listed above, or other prior approved events, shall submit reports to the Board of Directors on the meeting(s) as detailed in Policy Instruction [132-3211](#).
 7. It is against the law to falsify expense reports. Penalties for misuse of public resources or violating this policy may include, but are not limited to, the following:
 - a. The loss of reimbursement privileges;
 - b. Restitution to the District;
 - c. Civil penalties for misuse of public resources pursuant to Government Code Section 8314; and
 - d. Prosecution for misuse of public resources, pursuant to Section 424 of the Penal Code, penalties for which include two, three or four years in prison.

~~Kathleen Eagan~~ **John B. Jones, Jr., President**

TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

PI NUMBER 306

Formerly PI 210.3

Effective: June 22, 2006

Revised: January 26, 2012

January 22, 2014

SUBJECT: REIMBURSEMENT OF EMPLOYEE EXPENSES RELATED TO TRAVEL, LODGING, AND MEALS IN CONJUNCTION WITH SEMINAR, CONFERENCE OR MEETING ATTENDANCE

SCOPE: This policy applies to all employees, and its provisions regarding expense reimbursement are intended to result in no personal gain or loss.

IMPLEMENTATION:

Whenever District employees desire to be reimbursed for out-of-pocket travel expenses related to District business, they shall submit their request on a reimbursement form approved by the General Manager. Included on the reimbursement form will be an explanation of the District - related purpose for the expenditure(s), and receipts evidencing each expense shall be attached. The Director of Finance and Administration or the General Manager will review and approve reimbursement requests.

POLICY:

1. The decision to send an employee to a seminar, conference or meeting will be made by the General Manager. When making a request to attend a function the employee will provide justification and an estimate of the cost.
2. Transportation expenses incurred by an employee to attend a seminar, conference, training, or meeting approved by the General Manager will be reimbursed in accordance with PI 305 TRAVEL BY PRIVATELY OWNED VEHICLES, if applicable. A commercial flight, rental car, or other form of transportation is required to attend the approved event, the most economical form of transportation must be utilized. After approval of the travel by the General Manager, the ticket should be booked using the District's credit card. Any transportation expenses that are not payable in advance (rental cars) may be charged to an individual's credit card; however, all documentation must be submitted for reimbursement.
3. Every effort must be made to obtain receipts for incidental travel expenses such as cabs, subways, parking and tolls. Those receipts will be submitted along with the Travel and Expense Report within one week of the trip to receive reimbursement.
4. If lodging is in connection with the event, such lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor. When lodging is not available in conjunction with the event, government or group rates at a mid-price range hotel will be reimbursed, not to exceed IRS reimbursement rates. Receipts are required for reimbursement.

5. Employees will be reimbursed for the actual meal expenses incurred provided ~~the~~ ~~proper~~ ~~itemized~~ receipts are submitted. The maximum meal reimbursement allowed per 24 hours of travel is ~~\$46.00~~ based on the IRS per diem rate for the location of the conference. Information on the rate for individual cities can be found at the following website: <http://www.gsa.gov/portal/>, but locations are broken down into six different tiers, as shown in the table below. The District will not pay for alcoholic beverages. If fewer than three meals in a day are to be paid for by the employee (either due to meals being provided by the conference or training sessions, or due to travel commencement and terminations times), then the following limits will be used:

	Breakfast: \$10.00						
	Lunch: \$12.00						
	Dinner: \$24.00						
	<u>Meal and Incidental Expenses –</u>						
	<u>Totals -></u>	<u>\$46</u>	<u>\$51</u>	<u>\$56</u>	<u>\$61</u>	<u>\$66</u>	<u>\$71</u>
<u>Breakfast</u>		<u>\$7</u>	<u>\$8</u>	<u>\$9</u>	<u>\$10</u>	<u>\$11</u>	<u>\$12</u>
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<u>Incidentals</u>		<u>\$5</u>	<u>\$5</u>	<u>\$5</u>	<u>\$5</u>	<u>\$5</u>	<u>\$5</u>

The amount reimbursed will always be the lesser of the actual amount expended, or the per meal allowance. ~~In an area with a higher cost of living t~~The General Manager may grant an exception to the per meal limits on an individual basis. Requests for reimbursement for the cost of an outside meal will not be allowed if that meal is already provided in connection with the conference, seminar or meeting. Travel days must begin by 6:00 a.m. for breakfast to be allowed. Travel days must end after 6:00 p.m. for the cost of a dinner to be allowed. The travel day begins when the employee departs for a destination other than the normal workplace. The travel day ends when the employee returns home or to the workplace, whichever occurs first.

6. An employee may request a cash advance of up to 80% of the amount of estimated out-of-pocket expenses for meals and local transportation (cab, bus, etc.). The request must be made one week before the date of travel. The advance will be fully accounted for in the expense report filed upon their return.
7. Nonessential expenses such as room service, health and fitness center, cocktails and movies will not be eligible for reimbursement. These costs should not be directly charged to your hotel room bill if at all possible. The additional cost for the meals, lodging and transportation of a spouse will not be eligible for reimbursement. One short-duration (less than 15 minutes) long distance personal phone call per day to the employee's home may be charged to the hotel room bill.

8. All employees shall complete an expense report form within one week of their return from the trip. The expense report must be accompanied by all appropriate receipts and submitted to the Director of Finance and Administration

John B. Jones, Jr. ~~Thomas Van Berkem~~, President