



ADMINISTRATIVE POLICY & PROCEDURE #A-4

SUBJECT: CONFERENCE AND TRAVEL EXPENSES

Policy Statement:

It shall be the policy of Yolo County Risk Management Insurance Authority (YCPARMIA) to annually fund for YCPARMIA authorized staff, Board members, alternates and other persons designated by the Board or CEO/Risk Manager to participate in professional training regarding risk management and loss prevention. As a result, YCPARMIA authorizes the payment of the expenses to attend selected conferences and training seminars including PARMA and CAJPA.

In the event that the Board member and/or Alternate is unable to attend, the Board Member can appoint another appropriate individual within their entity to take that place. If a “slot” opens because an entity decides not to send two people within 45 days of the event, the CEO/Risk Manager, with the approval of the Board President, can invite a non-voting member to send an individual in that “slot”.

This policy does not apply to YCPARMIA group gatherings such as business meetings, retreats, committee meetings, training or other group events that are planned, coordinated, and paid directly by YCPARMIA, unless pre-approved or pre-arranged by the Board, or CEO/Risk Manager.

Procedure:

1. YCPARMIA will reimburse the reasonable expenses for the approved attendees that are not directly paid by YCPARMIA prior to the event. These expenses can include meals, transportation, parking, lodging, or other reasonably incurred incidental expenses.

The above approved attendees will submit expenses (with receipts) on the attached Expense Claim form for reimbursement.

Allowable Expenses:

- a. Lodging – (not to exceed the Government or discount rate): Room service, movies, and mini-bar charges are specifically excluded from reimbursement under this Policy and Procedure.
- b. Meals – (not to exceed \$60 per day): When meals are provided by a conference or training, attendees will not be eligible for reimbursement if they choose to dine separately. Alcohol and/or corkage fees are not reimbursable expenses.
- c. Airfare – (coach rates) and any mandatory baggage fees.
- d. Travel by other public conveyance – (train, bus or taxi), or by personal auto with reimbursement at the current IRS rate. Reimbursement for personal auto use shall not exceed the cost of roundtrip coach airfare. Mileage shall be computed from



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place of business to destination and return. Personal travel incurred during the business or training trip should be excluded.

- e. Parking
- 2. Exclusions – Reimbursed expenses shall only be for the authorized individual. Expenses for any others shall not be reimbursed and shall be deducted from the total prior to submission to YCPARMIA for reimbursement.
- 3. Expense Claim Form is to be signed by both the Attendee and the CEO/Risk Manager.
- 4. The original Expense Claim Form should be forwarded, with all applicable receipts to YCPARMIA staff within 60 days of the conference or training session. Subject to review and approval by the CEOR/Risk Manager, reimbursement will be sent to the YCPPARMIA Financial Analyst and processed within 30 days of receipt. Checks will be routed for signature and sent directly to the attendee.
- 5. In those instances where a receipt is either lost or not received, a written statement regarding the expense will be acceptable.
- 6. A cash advance for travel and expenses may be made, if requested in writing to the CEO/Risk Manager.

Adopted 1/25/88

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