

TRAVEL, MEETING, AND BUSINESS EXPENSE REIMBURSEMENT POLICY

I. Applicability

The provisions of this policy apply to YCPARMIA (“the Authority”) employees, Board members, alternate Board members and other persons designated by the Board of Directors or CEO/Risk Manager while traveling or meeting on Authority related business or training.

The Authority shall reimburse expenses incurred by the above stated individuals while on official Authority business which include meals, lodging, transportation and other reasonably incurred incidental expenses as deemed acceptable by the CEO/Risk Manager. Receipts should be retained and submitted as indicated in this policy.

II. Guidelines

Travel expenses for Authority related business or training shall adhere to the following guidelines. In the event that travel expenses incurred by the authorized individuals exceed these guidelines, the reimbursement by the Authority shall be limited to the costs that fall within these guidelines.

A cash advance for travel, meeting, and business expenses may be made if requested in writing and approved by the CEO/Risk Manager prior to the event.

III. Travel Coordinator

With advanced notice, the Authority’s Administrative Assistant shall be responsible for making each authorized individual’s travel arrangements unless otherwise authorized.

IV. Government and Group Rates

The Authority’s Administrative Assistant responsible for travel arrangements and/or authorized individual(s) shall use government and groups rates offered by a provider for transportation or lodging whenever available or lower rates when reasonably available.

V. Lodging

Lodging costs shall be reimbursed at the per diem rate (per www.gsa.gov guidelines) unless prior approval of a higher rate is obtained from the CEO/Risk Manager. Reimbursement shall require a proof of payment and/or receipt that includes the following information:

- Date(s) and time(s) the lodging took place;
- Location and name where lodging took place;
- Total cost of lodging with itemized receipt;
- Whom the lodging was for/included;
- Name of meeting, conference, training, or event that was attended

VI. Meals

Meal reimbursements are limited to the daily guidelines listed below per individual. Receipts shall not be required for amounts that are equal to or less than the stated guideline amounts. Any meal expense incurred over these guidelines shall be limited to the current IRS per diem rate (per www.gsa.gov guidelines), subject to the 75% reimbursement limit on day(s) of travel.

Yolo County Public Agency Risk Management Insurance Authority
Travel, Meeting, and Business Expense Reimbursement Policy
Adopted August 22, 2019

- Breakfast \$12.50
- Lunch \$17.00
- Dinner \$30.00
- Incidentals \$5.00

VII. Mileage

The current IRS mileage reimbursement rate is allowed for use of private vehicles. Mileage shall be computed from the place of business to the destination and return. The reimbursement request should exclude any personal travel incurred during the business or training trip. Bridge tolls, parking charges, and rental car expenses (including fuel for the rental car) are reimbursable upon submission of receipts only. Mileage reimbursement shall be capped at \$300 per authorized individual traveling to and from the same event.

VIII. Travel Other than by Private Vehicle

If travel by means other than a private vehicle or rental car is necessary (taxi, air, rail, rideshare services, etc.), the individual shall either request the CEO/Risk Manager make the arrangements or request authorization from the CEO/Risk Manager prior to incurring the cost. However, if travel by means other than a private vehicle or rental car is within the same town or city of the Authority related business or training, then prior authorization is not required.

IX. Exclusions

The Authority shall not be responsible for expenses incurred by Board members or alternate Board members while traveling to or from Board, other committee meetings, or training events unless preapproved and/or prearranged by the CEO/Risk Manager.

Among non-reimbursable expenses are Authority sponsored group gatherings such as business meetings; Board/Executive Committee meetings; retreats; other committee meetings; trainings or other group events that are planned, coordinated, and paid for directly by the Authority.

The expenses incurred and for which reimbursement is being sought shall only be for the authorized individual. Expenses for any additional non-authorized individual shall not be reimbursed and shall be deducted from the total prior to submission to the Authority for payment (if applicable).

There shall be no reimbursement for movies, personal calls (other than calls to home), or other non-Authority expenses.

X. Request for Reimbursement

Requests for reimbursement (see Exhibit A) shall be submitted with appropriate receipts within thirty (30) days after the conclusion of the meeting or training session.

In instances where receipts are required but are either lost or not received, a signed written statement regarding the expense shall be acceptable with CEO/Risk Manager approval. In instances where Board approval is required, the request shall be placed on the next available Board agenda.

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