



BEAR VALLEY COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS TRAINING AND TRAVEL REIMBURSEMENT POLICY

A. Purpose.

It is the policy of the District to encourage Board development and excellence of performance by reimbursing actual expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences, as well as meetings of local, state and federal agencies or legislative bodies on matters of interest to the District. In support of these goals, the District has adopted this policy.

B. Training Programs Eligible for Attendance and Expense Reimbursement.

1. Members of the Board of Directors may and are encouraged to attend educational conferences, seminars, trainings, tours and other similar professional meetings and programs (collectively, "Training Programs") when the purpose of any such Training Program is to improve a Director's skill and information levels which in turn will help improve their understanding and oversight of District operations.
2. There is no limit as to the number of Directors attending a particular Training Program when it is apparent that attendance is beneficial to the District, as long as a majority of the members of the Board do not discuss among themselves, other than as part of the scheduled Training Program, business of a specified nature that is within the subject matter jurisdiction of the District.
3. Attendance by Directors at a Training Program must be approved by the Board of Directors prior to the District incurring any reimbursable costs.
4. Upon returning from a Training Program where expenses are reimbursed by the District, Directors will either prepare a written or verbal report for presentation at the next regular meeting of the Board. The report should detail what was learned at the Training Program that will be of benefit to the District. Materials from the Training Program may be delivered to the District office to be included in the District library for the future use of other Directors and staff.
5. Expenses to the District for Directors' Training Programs should be kept to a minimum by utilizing recommendations for transportation and housing accommodations such as Directors traveling together whenever feasible and economically beneficial, and requesting reservations sufficiently in advance to secure discounted rates.

6. A Director may not be reimbursed for expenses incurred at any Training Program if such event occurs after the District has announced that Director's pending resignation, or if such event occurs after an election in which it has been determined that the Director will not retain his or her seat on the Board.

C. Other Activities Eligible for Expense Reimbursement.

Director expenses incurred in connection with the following types of activities are also eligible for reimbursement:

1. Attendance and participation at meetings of any body or organization to which the Director has been appointed or at which the Director serves as a designated representative of the District.
2. Attendance and participation at meeting of any local, state or federal agency or legislative body as a representative of the District
3. Attending public events as an official representative of the District.

D. Travel Expenses.

1. Lodging: Directors are expected to select reasonably priced lodging accommodations and are encouraged to utilize hotel(s) recommended by the event sponsor in order to obtain discounted rates. All claims for lodging reimbursement must be supported by original receipts that show:
 - The name of the hotel
 - The number of occupants
 - The goods or services for which each individual charge is made (room rental, food, tax, etc.)

Lodging expenses may be directly billed to the District, paid directly by the District or reimbursed to the Director according to the specific needs and capabilities of the providers.

2. Meals: Meals will be reimbursed according to the current rates established by the U.S. General Services Administration for applicable locations in California or outside the state.
 - Itemized receipts must be submitted and only actual expenses will be reimbursed.
 - The District will not reimburse for the purchase of alcohol.
 - Tips are included in the cost of each meal.
3. Mileage: The District will reimburse Directors for business use of personal vehicles at the then current IRS standard mileage rate.
4. Airfare/Car Rental: Airfare and car rental costs that are equal or less than those available through the California Department of General Services Statewide Travel Program are presumed to be the most economical and reasonable for purposes of reimbursement under this policy.

5. Taxis/Shuttles: Taxis or shuttles 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.

E. Expenses Not Eligible for Reimbursement

1. The personal portion of any trip;
2. Political or charitable contributions or events;
3. Family expenses, including spouse or partner's expenses when accompanying official on agency-related business, as well as children- or pet-related expenses;
4. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;
5. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and
6. Personal losses incurred while on District business.

Any questions regarding the propriety of a particular type of expense should be resolved by the Board of Directors before the expense is incurred.

F. Reporting

1. General Reimbursable Expenses. Requests for reimbursement must be made using the District's Expense Reimbursement Request Form with receipts attached for all expenses claimed within 30 days of the date expenses were incurred. All reimbursement requests will be reviewed and approved by the Administrative Services Director based on the above criteria. The non-approval of a Director's expense by the Administrative Services Director/General Manager is subject to override by a majority vote of the Board of Directors at a regular Board meeting.
2. Reports to Board. At the next regular District Board meeting, each Director must briefly report on outside agency meetings attended at District expense other than the District that are subject to the Brown Act. If multiple Members attended such a meeting, a joint report may be made.
3. Expense Reports As Public Records. All expense reports of Directors and District reimbursement expenditures are public records subject to disclosure under the Public Records Act and other applicable laws. The District will retain such records in accordance with the District's applicable records retention policies.