

**THIS PRINT COVERS CALENDAR ITEM NO. 7.2
FOR THE MEETING OF: November 17, 2005**

TRANSBAY JOINT POWERS AUTHORITY

BRIEF DESCRIPTION:

Adopting Board Policy 008: Travel, Conference, and Business Expense Policy for the TJPA.

SUMMARY:

The enclosed TJPA Board Policy 008: Travel, Conference, and Business Expense Policy describes the purpose, general policy, eligibility, and expense reimbursements associated with travel, conference and business expenses. This policy is consistent with Federal guidelines, except in those cases where the TJPA policy is more stringent. This policy would provide TJPA staff and Directors with clear guidelines for expense eligibility and payment procedures.

EXPLANATION:

The attached Travel, Conference, and Business Expense Policy states the TJPA's intention to regulate travel, conference, and business expenses that are necessary and proper for carrying out the official business of the TJPA.

Currently, the TJPA does not have a travel, conference, and business expense policy. Staff have been following Federal guidelines for such expenses to date. However, these guidelines are voluminous and can be difficult to interpret. As such, the attached policy has been developed to clarify eligibility, provide consistency in the payment of eligible expenses, and maintain consistency with Federal guidelines.

Key elements of the attached policy are summarized below:

- The attached policy would apply to both Directors and TJPA staff.
- In order to be eligible for reimbursement, all travel, conference, fees, and business expenses must be authorized in advance in writing.
- The policy is consistent with the Federal Travel Regulation, except in those cases where the TJPA policy is more stringent.
- TJPA personnel should use all reasonable efforts to incur expenses at the lowest available cost.

If the Board adopts this policy, TJPA staff will institute procedures that are consistent with the policy for ensuring that the expenditures are consistent with the TJPA annual budget, determining whether the expenditures are eligible under the terms of the relevant grant, and obtaining advance written authorization for expenses.

RECOMMENDATION:

Staff recommends that the Board of Directors adopt the Travel, Conference, and Business Expense Policy (No. 008).

ENCLOSURES:

1. Resolution for Travel, Conference, and Business Expense Policy
2. Travel, Conference, and Business Expense Policy
3. Sample Authorization Forms for TJPA staff and TJPA Directors

**TRANSBAY JOINT POWERS AUTHORITY
BOARD OF DIRECTORS**

Resolution No._____

WHEREAS, The Transbay Joint Powers Authority is a joint powers agency organized and existing under the laws of the State of California; and

WHEREAS, Pursuant to the Joint Powers Agreement creating the TJPA, dated April 4, 2001 (the "Agreement"), the TJPA has the authority to make and enter into contracts, to acquire real and personal property and to exercise all powers necessary and proper to carry out the provisions of the Agreement; and

WHEREAS, The Executive Director developed the attached travel, conference, and business expense policy to facilitate necessary and proper travel, conference attendance, and business expenses for official Transbay Joint Powers Authority business; now, therefore, be it

RESOLVED, That the Transbay Joint Powers Authority Board adopts the Travel, Conference, and Business Expense Policy identified as Board Policy No. 008, Category: Financial Matters.

I hereby certify that the foregoing resolution was adopted by the Transbay Joint Powers Authority Board of Directors at its meeting of November 17, 2005.

Secretary, Transbay Joint Powers Authority

TRANSBAY JOINT POWERS AUTHORITY

Board Policy No. 008

Category: Financial Matters

TRAVEL, CONFERENCE, AND BUSINESS EXPENSE POLICY

I. Purpose

The purpose of Transbay Joint Powers Authority (TJPA) Board Policy No. 008: Travel, Conference, and Business Expense Policy is to establish a set of policies relating to travel, conference, and business expenses. This policy is not intended to circumvent the TJPA policy on purchasing or compliance with Federal, State, and local regulations.

II. General Policy

The TJPA recognizes the benefit of attendance at meetings, conferences and other functions that advance professional knowledge and provide opportunities to exchange information related to transportation government operations and issues. The TJPA recognizes that in some instances it is necessary and/or convenient for authorized personnel to expend sums and incur expenses for travel and other business purposes in connection with the official business of the TJPA. The policy of the TJPA is to pay or reimburse TJPA personnel for such expenses, travel and fees that serve a TJPA purpose and are deemed necessary and/or advantageous to the TJPA.

In general, it is the policy of the TJPA to provide reimbursement of actual expenses based upon receipts up to the maximum amount allowable under the Federal Travel Regulation (FTR), except in those cases where the TJPA policy is more stringent than the FTR. All reasonable efforts should be made to incur travel and business expenses at or below the per diem rates established by the U.S. General Services Administration (GSA). Current information about the FTR, GSA, and IRS regulations is available at www.gsa.gov and www.irs.gov.

III. Eligibility

The following TJPA personnel are eligible to receive reimbursement for authorized expenses under this policy:

- A. Directors; and
- B. TJPA staff.

In order to be eligible for reimbursement, travel, conference fees, and expenses shall be authorized in advance in writing. For TJPA staff, authorization shall be obtained from the Executive Director or his or her designee. Travel by the Executive Director or Board Directors shall be authorized by the Chair of the Board.

IV. Expense Reimbursement

Eligible individuals shall be entitled to claim reimbursement for actual reasonable, necessary, and authorized expenses for the following items incurred in the discharge of their official duties, subject to submission of proper receipts and to the limitations set forth herein:

A. Air Travel.

1. The actual cost of economy class/coach airfare, or the cost of business or first class airfare when coach service is not available, will be reimbursed. Reasonable efforts shall be made to obtain the lowest possible airfare.
2. **Frequent Flier Miles.** TJPA personnel may retain “frequent flier” miles and benefits for which he/she may be eligible.

B. Lodging. The reasonable actual cost for single person occupancy, or, if applicable, the negotiated rate for conference attendees, will be reimbursed. Reasonable efforts shall be made to incur lodging expenses at or below the GSA per diem rate.

C. Automobiles.

1. Efforts shall be made to utilize public transportation in the course of local travel for TJPA business. In instances where an eligible individual uses his or her private automobile for a trip between his or her normal work location and another designated work location (e.g., the site of a meeting or inspection), the individual shall be reimbursed for such mileage at the current authorized reimbursement rate established by the United States Internal Revenue Service. This provision shall not apply in cases where a periodic automobile allowance has been provided for such purposes. Rental car rates may not exceed the rate charged for a full-sized vehicle unless previously authorized.
2. The TJPA maintains insurance against liability for staff and directors related to the use of personal or rented vehicles on TJPA business. Accordingly, no reimbursement shall be permitted with respect to the cost of personal auto liability insurance or with respect to any coverages purchased by an individual in connection with the rental of a vehicle on TJPA business.

D. Meals. Meals reimbursement per person shall be for actual expenditures not to exceed the per diem rates established by GSA. The purchase of meals is authorized when an individual is required to:

1. Be away from the normal work site or home for more than 12 hours due to TJPA related business travel outside the nine-county Bay Area.
2. Purchase meals associated with conferences. The cost of banquets and meals associated with conferences may be reimbursed at rates higher than the GSA per diem rate when attendance at the meal is an essential part of the professional training or technical content of the event.

E. Business Meeting Expense.

1. Except as otherwise provided, TJPA personnel shall obtain advance written authorization for business meal and refreshment expenses. Every effort should be made to avoid incurring business meeting meal and refreshment expenses, such as providing meeting participants with adequate independent meal breaks and/or scheduling meetings during non-meal times. If meal or refreshment expenses are to be incurred, every effort should be made to minimize the cost.
2. When sponsoring a public meeting related to official TJPA business, the TJPA may provide light refreshments to individuals attending the meeting.
3. Actual expenses related to conducting official TJPA business with government officials, media representatives, contractors, and other similar persons will be reimbursed. Supporting detail must include receipts, names and positions of the individuals involved and a brief statement of the business necessity of the expenditure.

F. Conference Registration Fees. Registration fees for authorized conferences or meetings will be paid at actual cost. Official literature indicating the cost of the registration and conference or meeting dates must accompany the documentation requesting payment or reimbursement.

G. Miscellaneous Expenses. Other expenses that may be reimbursed include:

1. Reasonable bridge tolls and parking expenses, unless the charges are incurred as part of a normal commute. This provision shall not apply in cases where a periodic parking allowance has been provided for such purposes.
2. Telephone charges required for TJPA business. This provision shall not apply in cases where a periodic telephone allowance has been provided for such purposes.
3. Local transit fares, unless the charges are incurred as part of a normal commute. This provision shall not apply in cases where a periodic transit fare allowance has been provided for such purposes.
4. Other reasonable travel expense with advance authorization as described

in section III of this policy.

- H. Non-Reimbursable Expenses.** These expenses include meals eaten at home; alcoholic beverages; tips or gratuities associated with meals, travel, or other services; personal telephone calls; personal items; travel insurance; or expenses which are excessive or unreasonable as determined by the Executive Director in his or her discretion.

**TRANSBAY JOINT POWERS AUTHORITY
PRE-TRIP REQUEST FOR TRAVEL AUTHORIZATION**

DATE SUBMITTED _____

NAME

PURPOSE OF TRAVEL

ITINERARY: FROM CITY _____

TO CITY _____

DATE/TIME OF DEPARTURE _____

DATE/TIME OF RETURN _____

ESTIMATED EXPENSES		
	Description	\$
PERSONAL VEHICLE	_____	_____
AIRFARE	_____	_____
CAR RENTAL	_____	_____
LODGING	_____	_____
MEALS	_____	_____
REGISTRATION FEES	_____	_____
TAXI & FARES	_____	_____
OTHER EXPENSES	_____	_____
TOTAL ESTIMATED EXPENSES		\$ 0.00

APPROVALS ARE MADE IN ACCORDANCE WITH TRAVEL POLICY UNLESS SPECIFIC REQUESTS ARE NOTED AND APPROVED ON THIS APPLICATION.

UPON RETURN, RECEIPTS FOR ALL EXPENSES MUST BE PROVIDED FOR REIMBURSEMENT.

By signing below, I acknowledge that I have read and understand the TJPA travel policy, and that the estimated costs listed above are fair and reasonable.

SIGNED _____
Requested By

By signing below, I attest that an eligible funding source is available for the expenses listed above, and that the expenses are included within the TJPA annual budget.

SIGNED _____
Finance Manager

By signing below, I authorize the travel and/or expenses listed above.

SIGNED _____
Executive Director

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PRE-TRIP REQUEST FOR TRAVEL AUTHORIZATION**

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ESTIMATED EXPENSES		
	Description	\$
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AIRFARE	_____	_____
CAR RENTAL	_____	_____
LODGING	_____	_____
MEALS	_____	_____
REGISTRATION FEES	_____	_____
TAXI & FARES	_____	_____
OTHER EXPENSES	_____	_____
TOTAL ESTIMATED EXPENSES		\$ 0.00

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SIGNED _____
Chair of Board of Directors