

# POLICY MANUAL

Date Adopted: December 14, 1993

Classification: BOARD OF DIRECTORS

Date Last Amended: 03/28/2007

Subject: Organizational Assignments,  
Related Travel

Approved By:



1. It is periodically necessary for individual Directors to represent the District on various external organizations, task forces, committees or work groups. The Chairman of the Board of Directors shall make such assignments of Directors as necessary to insure appropriate District representation and participation.
2. Directors will be entitled to compensation for attendance at meetings defined by the Fresno Metropolitan Flood Control District Ordinance Code as a "Day of Service Rendered Under Order of the Board", including attendance at:
  - a. a meeting of the Board or a Committee of the Board;
  - b. meeting of another organization of which the Board Chairman has assigned a Director to represent the District including:
    - i. Joint Powers Insurance Authority
    - ii. Economic Development Corporation
    - iii. Association of Metropolitan Water Agencies
    - iv. San Joaquin River Conservancy Board
  - c. other meetings, events or training activities involving official business of the District for which the Board has adopted, in a public meeting, written policy specifying occasions that constitute the performance of official duties for which a member of the Board may receive payment.

Pursuant to Water Code Section 20202, per diem compensation may not be paid for more than a total of 10 days in any calendar month. Such compensation will be provided in addition to reimbursement for any actual and necessary expense for meals, lodging and travel, incurred in attending any conference, meeting or other activity authorized by this policy.

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3. Directors not specifically assigned to represent the District on such organizations or groups may not attend such meetings in their capacity as a District Director, nor incur travel or other expenses, without prior approval of the Board of Directors.

4. Directors' Expenses:

General Principles. Each member of the Board of Directors is encouraged to participate in those outside activities and organizations that in the judgment of the Board further the interests of the District. Expenses incurred by Directors in connection with meetings and activities authorized under Section 2 of this policy are reimbursable, in accordance with the limits set forth herein. The following rules apply:

- a. All expenses must be actually incurred and necessary for the performance of the Directors' duties, and Directors shall exercise prudence in all expenditures.
- b. This policy is intended to result in no personal gain or loss to a Director.
- c. Maximum limits for reimbursement are as follows, unless the Board at a public meeting in advance of the expense being incurred authorizes a higher amount:
  - i. **Travel/Transportation:** Air travel is authorized whenever, due to distance or time constraints, air travel is more economical than use of the Director's own vehicle for transportation to and from authorized meetings and events. Reimbursement for airfare shall not exceed the most economical coach fare available for the required travel dates from the airport nearest the Director's residence or place of business to the airport nearest the destination. Directors shall use the most economical means of transportation to and from the airport and the location of the meeting, conference or other authorized event, whether by rental car, taxi or airport shuttle, provided the most economical transportation is used.

Directors may be reimbursed the full cost actually incurred for car rental and fuel; cab fare with tips; or airport shuttle with tips. Reimbursement for tips shall not exceed 15%.

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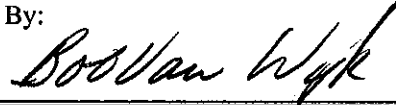
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Mileage reimbursement for use of the Director's own vehicle for travel to events outside the boundaries of the District shall be reimbursed at the current standard mileage reimbursement rate specified by the IRS for business travel.

ii. **Lodging:** Lodging expenses actually and reasonably incurred by Directors in connection with attending meetings, conferences, educational activities or other authorized events at least 50 miles outside the District's service area will be reimbursed:

- (1) at a rate not to exceed the current published U.S. Government Services Administration per diem rate; or
- (2) if lodging expense is in connection with an organized conference, the reimbursement may not exceed the maximum group rate published by the conference or activity sponsor, provided that such lodging is still available at the time of booking (Government Code §53232.2[d]). A Director may elect to arrange alternative lodging; however, he or she would be limited to reimbursement at the group rate offered by the conference organizer if such lodging were available. If the group rate lodging is not available at the time of booking, the Director is limited to reimbursement for comparable lodging consistent with the written reimbursement policy of the District, and taking advantage of any government rates available.

Lodging for the night prior to or after the meeting, conference, or other authorized event will be reimbursable only when the starting or ending time for the event makes it impractical to travel to or from the Director's residence on the same date as the activity.

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- iii. **Meals:** Reimbursement will be provided for meals while a Director is attending meetings, conferences or other activities authorized under this policy. Meals that are a part of the meeting, conference or activity will be reimbursed at the actual cost. Other meal expenses actually incurred, including tips, will be reimbursed up to the U.S. Government Services Administration per diem rate for meals. No reimbursement will be allowed for alcoholic beverages.
- iv. **Incidental Expenses:** Incidental expenses for items actually and reasonably incurred in connection with attendance at meetings, conferences, and other authorized activities, including reasonable tips for luggage handling, telephone and facsimile charges, parking and similar expenses, will be reimbursed up to a maximum of the U.S. Government Services Administration per diem rate for incidental travel expenses.
- d. The most economical mode and class of transportation reasonably consistent with scheduling requirements will be used. In the event a more expensive class of transportation is used, the reimbursable amount will be limited to the cost of the most economical class of transportation available.
- e. Upon incurring these expenses, Directors shall submit a request for reimbursement on the expense report form provided by the District, accompanied by evidence of payment of such expenses or receipts for all amounts. Expense reports shall clearly document that the expenses were incurred in connection with an authorized meeting, conference or other activity and that the amounts do not exceed the maximum limits set forth herein.
- f. All requests for reimbursement will be submitted to the General Manager no later than 30 days after the expenses were incurred or expenditures made. Expenditures that are improper or otherwise not properly accounted for, or not consistent with this policy; will not be reimbursed. Where the District has paid such improper expenses, they will be promptly refunded to the District.

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- g. To implement the reporting requirements of Government Code §53065.5, the District will prepare a list of the amount and purpose of each expense reimbursement made to each Director for the preceding fiscal year, which will be available to the public.
- h. Officials will be reimbursed for actual telephone and fax expenses incurred on District business. Telephone bills should identify which calls were made on District business. For cellular calls, when the District official has a particular number of minutes included in the official's plan, the official should identify the percentage of calls made on public business.
- i. Long-term parking should be used for travel exceeding 24 hours.
- j. No reimbursement shall be allowed for transportation, lodging, meals or incidental expenses of family members or guests of a Director traveling with the Director to an authorized event.
- k. Use of District Credit Cards. While it is discouraged, if a Board authorizes Directors to be supplied with a credit card issued in the District's name, it is to be used only for District/Agency business. Credit card expenses must be reasonable and necessary to the furtherance of District business. The Board or its designee will periodically review each credit card statement.
- l. Reports to Governing Board. At the regular meeting of the Board following any meeting, conference, educational activity or other authorized event for which per diem compensation or reimbursement is requested, the Director attending the event shall give a brief report of the meeting or event. If more than one Director of the District attended the same meeting or event, a joint report may be made. Reports may be written or oral, but in the event a written report is submitted, the Director shall give a brief oral summary of the report at the meeting following the event.
- m. Penalties for violation of reimbursement Policies. A Director who falsifies an expense report, or claims reimbursement in violation of the expense reimbursement policy will be subject to one or more of the following penalties:

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- m. Penalties for violation of reimbursement Policies. A Director who falsifies an expense report, or claims reimbursement in violation of the expense reimbursement policy will be subject to one or more of the following penalties:
- i. The loss of reimbursement privileges.
  - ii. Restitution to the local agency.
  - iii. Civil penalties for misuse of public resources pursuant to Government Code §8314.
  - iv. Prosecution for misuse of public resources pursuant to Penal Code section 424.