

RESOLUTION NO. 24-001

RESOLUTION OF THE CALIFORNIA VANPOOL AUTHORITY BOARD AND POLICY 000-1 MEETING AND TRAVEL EXPENSE REIMBURSEMENT POLICY

FINDINGS

1. This Meeting and Travel Expense Reimbursement Policy follows State law provisions establishing travel objectives and setting forth permissible use of public funds.
3. This action does not constitute a "Project" as that term is defined under the California Environmental Quality Act (CEQA) Guideline Section 15378, as it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment.
2. The California Vanpool Authority, referred to herein as CalVans and its Board of Directors wishes to develop a Meeting and Travel Expense Reimbursement Policy to review best practices and to address issues that have arisen in previous years.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CALIFORNIA VANPOOL AUTHORITY:

1. The CalVans Board of Directors determines that each of the Findings set forth above is true and correct, and by this reference incorporates those Findings as an integral part of this Resolution.
2. The CalVans Board of Directors authorizes adopting a resolution approving **Policy 000-1 Meeting and Travel Expense Reimbursement**.
3. Board Policy 000-1 is hereby approved as attached to this Resolution, which by this reference are incorporated as set forth in its entirety.
4. This Resolution shall become effective immediately following passage and adoption thereof.

PASSED AND ADOPTED BY THE BOARD OF THE CALIFORNIA VANPOOL AUTHORITY this 11th day of January 2024, by the following vote:

AYES:
NOES:
ABSENT:

Chairperson of the Board of Directors, Steve McShane
California Vanpool Authority

IN WITNESS WHEREOF, I have set my hand this 11th day of January 2024.

Clerk of said Board of Directors



California Vanpool Authority

Policy 000-1 Meeting and Travel Expense Reimbursement Board of Directors

It is the policy of the California Vanpool Authority (Agency) to reimburse its Board of Directors and committee members for actual expenses incurred while attending Board of Directors meetings, including Executive Committee, assigned committee meetings, and other authorized events such as conferences. However, the Agency has always been a volunteer-driven organization. To that end, most member JPAs recognize and authorize expenses incurred by their representatives while participating in Agency activities as legitimate and reimbursable JPA expenses incurred in support of the Agency. The Agency encourages individuals serving as Board or committee members to seek reimbursement for Agency-related travel expenses from their member JPA's if such resources are available.

It is the policy of the Agency that Directors and committee members should make a conscientious effort to keep costs down. Directors and committee members are reimbursed for expenses based on the lowest reasonable costs for transportation, lodging, and food incurred while traveling to and from Board meetings, committee meetings, or other required appearances.

Reimbursement criteria are as follows:

Rates of reimbursement: Reimbursement rates for travel, meals, and other reasonable and necessary travel expenses shall coincide with the rates set by the Internal Revenue Service in IRS Publication No. 463 or its successor publications.

1. If lodging relates to the conference, seminar, or other organized educational activity, such reimbursable lodging costs shall not exceed the maximum rate published by the Agency or the activity sponsor. If the published group rate is unavailable, directors and committee members shall be reimbursed for comparable lodging at either the government rate offered by the lodging provider, or the IRS rate, whichever is less.
2. If government or group rates are offered by the transportation provider, those rates shall be used for reimbursement when available.

Provided is additional information about short-term lodging and the excess lodging rate request process based on county.

County	Effective January 1, 2024: Maximum Lodging Reimbursement Rate
All counties except those listed below	\$107
Alameda	\$189
City of Santa Monica	\$270
Los Angeles	\$169
Marin	\$166
Monterey	\$184



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County	Effective January 1, 2024: Maximum Lodging Reimbursement Rate
Napa	\$195
Orange	\$169
Riverside	\$142
Sacramento	\$145
San Diego	\$194
San Francisco	\$270
San Mateo	\$222
Santa Clara	\$245
Ventura & Edwards AFB, excluding the city of Santa Monica	\$169

Travel: The most economical mode and class of transportation reasonably consistent with scheduling needs must be used, using the most direct and time-efficient route. Based on round-trip coach fare or Federal mileage rate, whichever is less and/or more expedient, plus parking, bridge tolls, taxi fare, and/or car rental.

Lodging: Lodging expenses are only reimbursed when travel on Agency business reasonably requires an overnight stay. Lodging shall be based on the actual, reasonable costs within the local area. Reimbursement shall not exceed the single occupancy rate. All reasonable attempts shall be made to use discount rates, the prevailing government rate, or the IRS per diem rates for lodging, whichever is less.

Meals: Meal expenses and associated gratuity should be moderate, considering community standards and the prevailing restaurant cost of the area. (Reimbursement will only be based on actual expenditures with receipts including gratuities.) The current State of California Reimbursement Rates for meals and incidentals are as follows:



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Meal and Incidental Expense Category	Effective January 1, 2024: Reimbursement Rate for Actual Expense
Breakfast	Up to \$13
Lunch	Up to \$15
Dinner	Up to \$26
Incidentals	Up to \$5
Total Daily Maximum Allowance	Up to \$59

Miscellaneous: Supplies, telephone, and other expenses directly attributable to the Agency activities will be reimbursed with appropriate receipts.

Unauthorized Expenses: Examples of personal expenses that the Agency will not reimburse include but are not limited to the following:

- 1) the personal portion of any trip;
- 2) family expenses, including a spouse's expenses when accompanying a Board or committee member on Agency related business;
- 3) entertainment expenses including theatre, movies, sporting events, cultural events, and alcoholic beverages.

Requests for Reimbursement: Requests for reimbursement must be made using an agency-provided "Board Member Expense Claim Form" with receipts attached for all expenses claimed within thirty (30) days of the date expenses were incurred. If expense reports are received after that date, the Director or committee members are not eligible for reimbursement. If receipts are not provided, reimbursement will not be made for that part of the claim.

All reimbursement requests shall be reviewed and approved by Agency accounting staff based on the above criteria. The non-approval of a Director or committee member's expense is subject to override by a majority vote of the Board of Directors at a regular Board meeting.

Reimbursements shall be mailed by the Agency within 30 days of the receipt date of the original request.

