

**Alameda CTC Commissioner Travel and Expenditure Policy March 2016**

**Alameda County Transportation Commission  
Commissioner  
Travel and Expenditure Policy  
March 2016**

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## **Alameda CTC Commissioner Travel and Expenditure Policy March 2016**

Commissioners (including Alternates, where appropriate) are entitled to receive reimbursement for actual and necessary expenditures incurred in connection with the performance of their official duties for the Alameda County Transportation Commission (Alameda CTC). The guiding principle of this policy is that travel and expenditures incurred on behalf of the Alameda CTC must be in the public interest. This document establishes guidelines for expenditures authorized as business expenditures and business travel expenditures incurred by Alameda CTC Commissioners.

### **General Procedures and Responsibilities**

All travel for Alameda CTC Commissioners must be justified business travel [see Appendix A] and must be preapproved by the Finance and Administration Committee (FAC) to be eligible for reimbursement under this Policy. In the case of an unexpected or urgent need to travel on Alameda CTC business, a Commissioner may obtain the approval of the Chair, in writing, before the expenditures are incurred with a report to follow at the next FAC meeting.

Commissioners will be reimbursed for all reasonable and necessary expenditures while traveling on authorized agency business. Expenditures should be paid with a personal credit card or cash. Advances are not allowed. A list of non-reimbursable expenditures is included in Appendix B. Actual receipts are almost always required except where otherwise stated in this Policy.

When a Commissioner combines business and personal travel on a business trip, the Commissioner will be responsible for the additional charges related to the personal travel. Only Commissioner's direct travel expenditures are eligible for reimbursement. The Alameda CTC is unable to provide reimbursement for travel expenditures incurred by a spouse or any another individual traveling with the Commissioner.

Requests for reimbursement of expenditures must be submitted on the authorized Alameda CTC Expense Reimbursement Form [see Appendix C] within 30 calendar days after the conclusion of the trip. Receipts must be provided for all expenditures (other than incidentals that typically do not result in a receipt such as tips). Any reimbursement or payment issued by Alameda CTC which is subsequently refunded to the traveler by a third party must be repaid to the Alameda CTC within 30 calendar days of receipt.

Only the Executive Director can override and approve specific cost items that would otherwise be ineligible for reimbursement under this Travel and Expenditure Policy, and only if and when it is in the best interests of the Alameda CTC to do so. Any Commissioner reimbursement that requires the waiver of this policy by the Executive Director for approval will be brought back to the Finance and Administration Committee for informational purposes.

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Expenditure reimbursement documents will be audited from time to time, and are considered public records subject to disclosure under the California Public Records Act.

### **Conferences/Conventions**

Registration fees for conferences and conventions are reimbursable for Commissioners if the conference or convention is directly related to the mission of the Alameda CTC, the Commissioner is attending as a representative of the Alameda CTC, and the Commissioner received preapproval from the FAC.

### **Air Travel**

Commissioners flying on business should make reservations as early as possible to minimize costs. Airfare should be purchased for coach/economy seats only, at the lowest cost possible which provides a practical flight itinerary and meets the requirements of the trip. First and business class airfare is not a reimbursable expenditure, nor are upgrades from the lowest coach/economy fare to “economy plus” seats (or equivalent), or to first or business class. If a Commissioner purchases a first or business class ticket, he/she will be reimbursed for the lowest available coach/economy fare only.

Commissioners will be reimbursed for regular baggage fees charged pursuant to applicable airline policy. Excess baggage charges will be reimbursed only when the Commissioner is traveling with heavy or bulky materials or equipment necessary for Alameda CTC business.

### **Hotel Accommodations**

When making hotel reservations, Commissioners must use the approved Per Diem Rates for lodging located on the General Services Administration (GSA) website, [www.gsa.gov](http://www.gsa.gov) [see Appendix D for current rates for the 94607 zip code], for the location of the stay plus 25%, to determine the maximum hotel accommodation expenditure that the Alameda CTC will reimburse per night, plus any applicable taxes.

If the hotel stay is in connection with a conference or training activity, the cost should not exceed the maximum group rate published by the conference or activity sponsor. Inquiries should always be made about any special rates or discounts available to the Alameda CTC by the hotel, such as governmental rates, in order to get the best rate possible.

If accommodations are shared with individuals who are not traveling on Alameda CTC business, the Commissioner is responsible for the payment of any rate difference between the single occupancy room rate and actual rate incurred.

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Resort or facility use fees imposed by the hotel, such as fitness center fees and internet connection fees and business center charges incurred for performing Alameda CTC work, are allowable as reimbursable business related expenditures.

Hotel self-parking fees are also allowable as reimbursable business related expenditures, however, the cost of parking at the hotel should be considered when deciding whether to rent a vehicle or use public transportation (see *Transportation* discussion below). Valet parking fees will not be reimbursed.

### **Rental Vehicles**

Reimbursement for rental of cars or other vehicles while traveling on Alameda CTC business is limited to those circumstances where the need for a vehicle for business purposes is expected to be extensive, or the use of taxi services or public transportation would not be economical or practical. Commissioners who operate vehicles on Alameda CTC business must have a valid driver's license and proof of insurance in their possession, and must also have a good driving record.

In the event a rental vehicle is required, Alameda CTC will reimburse for a "Standard Class" size vehicle, except when there are justifiable circumstances, such as group requirements, which make a larger vehicle necessary.

The Alameda CTC has *Hired and Non-owned Auto Coverage* of up to \$1 million for liability to third parties in case a Commissioner injures someone or causes property damage to another vehicle while renting a car or driving his/her own personal vehicle while engaging in Alameda CTC business. Accordingly, rental car insurance is not an allowable reimbursable expenditure.

Rental cars should be returned with a full tank of gas to avoid refueling fees. The cost of gas for rental cars is an allowable expenditure under this policy.

### **Meals While Traveling**

One-Day Travel – meals are NOT an allowable reimbursable expenditure for one-day travel, unless such travel is in excess of 25 miles one way from the Alameda CTC office.

Multiple-Day Travel – meals will be reimbursed at the lesser of:

- Actual reasonable cost (including applicable taxes and reasonable tip), or

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- The Per Diem Rates for meals located on the GSA website, [www.gsa.gov](http://www.gsa.gov) [see Appendix D], for the location of the stay plus 25%. Note that separate rates are provided for Breakfast, Lunch and Dinner.

If the actual cost method is used, an original itemized receipt must be submitted with the expense report form. If meals are provided by an event or conference the cost for which is paid by the Alameda CTC, then no separate reimbursement is allowed for that meal. A Commissioner who pays the bill for a meal attended by more than one Commissioner or Alameda CTC employee may submit the expenditure with receipt for the combined meal cost, but all attendees' names must be included on the expense report form. Only costs related to Commissioners and Alameda CTC employees' meals are eligible for reimbursement. Costs incurred for any other person at such a meal (including applicable taxes and appropriate allocation of any tip) must be deducted from the amount of the requested reimbursement.

Commissioners who claim the allowable Per Diem Rate from the GSA website should print the page for the location of the meeting or conference from the website to attach to their expense report form. In addition, they should retain their actual receipts in order to substantiate out-of-pocket expenses in the event of an audit by the State or IRS.

Alcoholic beverages are not a reimbursable expenditure. Alcoholic beverages may appear on the itemized receipt for a meal, but the charge (including applicable taxes and appropriate allocation of any tip) must be deducted from the amount of the requested reimbursement.

Entertainment expenditures are not considered reimbursable expenditures. This includes, but is not limited to, meals unrelated to Alameda CTC business, movies, shows, etc...

### **Other Meals**

Expenditures for business meals other than meals during travel, such as meals with other elected officials where Alameda CTC business is discussed, must be preapproved by the Executive Director. In order to obtain reimbursement for such expenditures, the following documentation is required and must be recorded on the expense report form or backup documentation:

- Names of individuals present along with their titles and affiliation,
- Name and location of where the meal took place,
- Exact amount and date of the expenditure, and
- Specific Alameda CTC-related topics discussed.

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### **Miscellaneous Travel Expenditures**

Ordinary, reasonable and necessary miscellaneous expenditures are reimbursable at actual cost when accompanied by itemized receipts and justification for the expenditures including WiFi, phone, fax, and similar expenses.

In-flight phones and WiFi services should be used only in emergency situations.

*Tipping* – reasonable and customary tipping rates are reimbursable. In the US 15-20% gratuity on meals, up to a \$3 baggage handling gratuity and up to \$5 per day housekeeping gratuity are considered reasonable and are allowable. (Receipts for baggage and housekeeping gratuities are not required for reimbursement.)

*Transportation* – Fares and expenditures for taxis, shuttles, buses, BART or other public transportation (including Uber, Lyft or similar services) are reimbursable when incurred for Alameda CTC business. Receipts should be obtained whenever possible, but expenditures are still eligible for reimbursement when a receipt is unavailable. In the event that a receipt is not available, a printout from the transportation agency showing the fare must be submitted for reimbursement. For example: a printout from the BART website showing the total fare for the trip taken. Commissioners should apply prudent business judgment in determining the means of transportation to use.

*Personal/Private Vehicle Usage* – Commissioner's use of a personal/private vehicle is reimbursable at the mileage rate established by the IRS which can be found at [www.irs.gov](http://www.irs.gov) (currently 54 cents per mile for 2016). Details on the date of travel, starting and ending destinations, purpose of travel, miles driven, tolls and parking costs (receipt required when possible) incurred must be provided on the expense report form. A printout from a map website such as Google Maps should be used to determine the total miles driven and must be submitted with the expense report form. Commissioners who operate vehicles on Alameda CTC business must have a valid driver's license and proof of insurance in their possession, and a good driving record.

**Appendix A  
Justified Alameda CTC Travel**

Justified Alameda CTC travel trips include, but are not limited to:

Attending meetings with local representatives in Washington DC or Sacramento with Alameda CTC staff

Attending the Focus on the Future conference as an Alameda CTC representative

Attending other transportation-related conferences as an Alameda CTC representative

Attending meetings, or making presentations to investors, in conjunction with a bond sale

NOTE: Justified travel is not limited to the list provided above. This list is provided for reference purposes only. All trips must be preapproved, regardless of whether they are included on this list.

**Appendix B**  
**Non-Reimbursable Expenditures**

Non-reimbursable expenditures include but are not limited to:

Airfare upgrades or rental car upgrades  
Air phone charges (except in emergencies)  
Alcoholic beverages  
Business class airfare  
Entertainment expenditures  
Expenditures incurred by/for spouses or other travel companions  
Expenditures related to personal days while on business trip  
First class airfare  
Interest incurred on credit cards  
Loss due to theft of cash or personal property  
Lost baggage or briefcase  
Meeting room rentals (when not for Alameda CTC business)  
“No show” charges for hotel or car service  
Optional travel or baggage insurance  
Parking or traffic tickets or fines  
Personal items  
Reading material such as magazines, books and newspapers  
Rental car insurance  
Valet parking fees

NOTE: Non-reimbursable expenditures are not limited to the list provided above. This list is provided for reference purposes only.



**Appendix C  
Travel and Expense Report Form**

**Appendix D**  
**Current GSA Rates for the 94607 Zip Code**