



CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY

Expense Reimbursement Policy for Board Members/Alternates and Staff

Board Members/Alternates and Staff shall be reimbursed for actual and necessary expenses incurred in performing their official duties.

1) Attendance at Meetings

Board Members/Alternates and Staff shall be reimbursed for the actual and necessary expenses they incur to attend meetings, such as Board meetings, Executive Committee meetings, Committee meetings or meetings of a similar nature.

They will be compensated for the reasonable cost of travel, meals, lodging, and other related expenses.

Mileage shall be reimbursed at the current Internal Revenue Service rate.

2) Attendance at Conferences or Organized Educational Activities

Board Members/Alternates and Staff shall be reimbursed for the actual and necessary expenses they incur to attend authorized conferences, organized educational activities, or activities of a similar nature.

They will be compensated for the reasonable cost of travel, meals, lodging, and other related expenses.

Mileage shall be reimbursed at the current Internal Revenue Service rate.

3) Number of Authorized Attendees

CJPRMA will reimburse its members for the cost of having one representative from each member entity attend the CAJPA and PARMA conferences, subject to the limitations contained herein.

CJPRMA will reimburse its members for the cost of having two representatives from each member entity attend its annual meeting, as long as at least one is a Board Member or Alternate.

4) Lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that it is available at the time of booking. If unavailable, comparable lodging consistent with this policy, will be authorized.

- 5) The cost of meals shall be limited to the following:

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$40.00

Receipts shall be required for the above reimbursements. In the event that receipts are unavailable, the reimbursement will be limited to the current Internal Revenue Service rate.

- 6) An expense reimbursement line item will be included for reasonable non-meal tips.
- 7) Government and/or group rates offered by a provider of transportation or lodging services shall be utilized whenever possible.
- 8) All expenses that do not fall within the Board expense policy shall be approved by the governing body, in a public meeting, before the expense is incurred.
- 9) Expense forms shall be provided by CJPRMA and must be utilized for reimbursements.
- 10) Expense reports shall document that the expenses meet the existing policy for expenditure of public resources.
- 11) Expense reports shall be submitted within a reasonable period of time, as determined by the Board of Directors, and shall be accompanied by receipts documenting each expense.
- 12) All documents related to reimbursable agency expenditures are public records subject to disclosure under the California Public Records Act.
- 13) Expense reports shall be retained by CJPRMA in compliance with its Records Retention Policy.
- 14) Ethics training shall be provided pursuant to the requirements set forth in the California Government Code.