
AC Transit

Administrative Regulation No. 180B

TRAVEL AND MEETING EXPENSE REIMBURSEMENTS FOR EMPLOYEES

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I. PURPOSE

The purpose of this management procedure is to establish basic provisions relative to travel and meeting expenses incurred by Employees of AC Transit District in the performance of their duties; to define authorizations required to incur such expenses; to ensure uniform and fair payment of expenses; and to establish procedures for securing reimbursement.

This Administrative Regulation applies to and affects all employees of the District as herein defined. Members of the Board of Directors and Officers of the District shall follow Board Policy 180A for travel and meeting expense reimbursements.

II. DEFINITIONS

1. "Employees" shall mean those individuals who are employed for a salary or wage by the District. Employees, however, shall not include members of the Board of Directors, the General Manager, General Counsel, and District Secretary. Employees also shall not include individuals working under a contract for services unless specifically so identified in said contract.
2. "District Business" shall mean carrying out the responsibilities and duties of the office or position held the Employees.
3. "Conference" shall mean official functions or gatherings of professional or transit organizations.
4. "Meeting" shall mean any meeting of individuals where District Business is discussed.
5. "Long Term Assignment" shall mean an authorized assignment of an employee to a location outside of the District's geographic area for a period in excess of six months.

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III. AUTHORIZATIONS AND APPROVALS

A. AUTHORIZATIONS AND APPROVALS

1. OUT-OF-STATE TRAVEL

The General Manager will be required to approve, in advance, all travel by District personnel, other than the Board of Directors and Board Officers, to attend a conference or a meeting related to District business and at District expense. Requests for travel shall be submitted to and approved by the appropriate department head, and approved by the Employee's Executive Staff member, where applicable, prior to submittal to the General Manager.

A quarterly report will be submitted to the Board of Directors which details the General Manager approved trips undertaken by staff during the preceding quarter and any budgetary overruns resulting from said trips.

2. IN-STATE TRAVEL

All in-state travel involving overnight accommodations shall be approved by the General Manager prior to incurring expenses when such travel is required in connection with duties and responsibilities to the District.

In-state travel not involving overnight accommodations shall be approved by the Employee's Executive Staff member, prior to incurring expenses when such travel is required in connection with duties and responsibilities to the District.

3. LONG TERM ASSIGNMENTS

The General Manager will be required to approve, in advance, all long term assignments of District personnel.

A quarterly report (coinciding with the District's quarterly employee travel report) will be submitted to the Board of Directors which details the existing long term assignment(s), the expenses incurred since the last reporting period and an assessment of the duration of the long term assignment(s).

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B. LIMITATIONS

1. Travel and meeting expenditures shall not exceed approved budget appropriations and associated fiscal policies established therewith.

IV. REIMBURSABLE EXPENSES

A. ACCOMMODATIONS:

1. No reimbursement is authorized for overnight accommodations in the counties of Alameda, San Francisco, Contra Costa, San Mateo, Marin, Napa, Solano, Sonoma, or Santa Clara.
2. In the event exceptional circumstances can be documented to justify a waiver to this provision the General Manager may authorize a waiver of this provision for employees. The Board of Directors must ratify all such waivers approved by the General Manager.
3. Reimbursement for hotel or motel lodging expenses will be on the basis of actual expenditure but shall not exceed the standard room rates at official conference hotels for single occupancy. Disabled individuals who require the services of an attendant may be reimbursed for actual hotel or motel lodging expenses for the attendant but this expenditure shall not exceed the standard room rates for official conference hotels for double occupancy.

B. TRANSPORTATION:

1. Travel up to 150 miles one way may be by private automobile. Reimbursement shall be at the rates prescribed by the Internal Revenue Service. Reimbursement for modified vehicles for disabled individuals shall be reimbursed at the rate authorized by the Internal Revenue Service.
2. When actual mileage exceeds by 10% the reasonable distance between points, the Employee must justify such excess. Inability to do so will result in the reimbursement being made only on the most direct route.

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3. Travel to destinations over 150 one way miles will be paid at actual cost, but in no event shall the reimbursement exceed the value of coach airfare. All efforts should be made to obtain the lowest available fare by making reservations well in advance of departure.
4. Other Transportation Costs: The following expenses shall be authorized when such services are the least costly available given the individual circumstances of the travel:
 - (a) Travel to and from airports, including private automobile mileage or airport limousines or buses. Public transportation shall be the preferable method of travel, whenever reasonable or when other more cost effective transportation is not available.
 - (b) Storage, Parking, Toll, and Baggage Handling charges when such charges are reasonable and necessary.
5. Frequent Flier Miles: If an employee purchases airline tickets (and then directly requests reimbursement from the District), the employee may retain "frequent flier" miles for which he/she may be eligible.

C. MEALS:

1. In lieu of supplying receipts and other documentation for meals while attending conferences or meetings, employees may claim, as appropriate, the per diem rates for meals recognized by the IRS for travel within the Continental United States (CONUS), outside the Continental United States (OCONUS) and foreign rates as published by the United States Government, or \$50 per day, if the rate is unpublished. Per diem will be allowed in full only when:
 - a. the conference is located beyond the nine Bay Area counties (Alameda, Contra Costa, Marin, Napa, Santa Clara, San Francisco, San Mateo, Solano or Sonoma; or
 - b. the days of actual travel to and from the conference or meeting, using the most direct route and expeditious means

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of transportation, depending on the location of the conference or meeting; and

- c. While in attendance at the conference or meeting.
2. Employee meal expenses, incurred within the District's Service Area, shall not be reimbursed except upon the authorization of the Employee's Executive Staff Member and the General Manager.
3. Except when the per diem option is exercised as noted in subsection C.1., above, in no event shall reimbursement for employee meal expenses exceed \$10 per breakfast, \$15 for lunch and \$25 for dinner per individual. Expenses for conference luncheons, special banquets, or other set price official affairs which exceed this limitation will be reimbursed on the basis of actual expenditure upon presentation of documentation of the set price.

D. OTHER:

1. Registration: Registration fees for conferences or meetings will be paid at actual cost. Official literature indicating the cost of registration and conference or meeting dates must accompany the expense voucher requesting payment.
2. Telephone: Reimbursement for moderate telephone toll charges shall be authorized. Any charges in excess of \$5.00 per day shall be itemized to include who the call is made to and nature/need for the call.
3. Disabled Person's Attendant: Disabled Employees requiring the services of an attendant while traveling on District Business may be reimbursed for expenses of the attendant in accordance with authorizations, allowable expenses, and reimbursement provisions of this policy. The cost of personal services of an attendant may be reimbursed in an amount not to exceed \$65 per day. All reimbursements shall be made directly to the Employee requiring said service.

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E. RESTRICTIONS:

1. If, for personal convenience, an indirect route to travel or travels by a direct route that is interrupted, except for reasons beyond the control of the individual, any resulting additional expense will be borne by the Employee.
2. Reimbursement of costs incurred while attending a political function organized to support or oppose any political party or political candidate shall not be authorized.
3. Bank, telephone, or gasoline credit cards shall not be issued to any Employee of the District with the exception of gasoline credit cards issued to road supervision. These credit cards are only issued in cases where refueling at District facilities is impractical and where such use has previously been approved by the General Manager.

V. REIMBURSEMENT

- A. An advance not to exceed \$500 for authorized travel may be secured upon application to the General Manager or his/her designee. Upon presentation of an itemization of estimated expenses showing that \$500 is not a sufficient advance, the General Manager may authorize an advance in a higher amount. Account of cash advances shall be done on the same form as required for rendering claims for reimbursements.
- B. All claims for reimbursement shall be prepared on a District Expense Report form and shall be presented for payment monthly or upon completion of a trip, but no longer than 30 days after the event. Any employees submitting expense reports after the 30-day period shall not be reimbursed.
- C. All claims for reimbursement shall include an itemization of expenses, provide a brief explanation of the purpose of the conference or meeting and shall include receipts or vouchers for all expenses including transportation, lodging, meals (where the per diem option is not used), etc. Documentation such as charge statement or airline boarding passes which do not provide details of such expenditures will be deemed inadequate for purposes of reimbursement. If a receipt cannot be obtained or has been lost, a statement to that effect shall be made on the expense report form and the reason given. In the absence of an

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explanation satisfactory to the applicable approving authority, the amount involved shall not be allowed.

- D. All claims for reimbursement shall include a statement signed by the individual submitting the request for reimbursement that the expenses are actual expenses incurred while on District Business and that the expenses conform to this management procedure..
- E. All claims for reimbursement shall be submitted to the Employee's Executive Staff level supervisor and to the General Manager, or his designee, for approval. A determination shall be made by the General Manager, or his or her designee, that: (1) the claims for reimbursement are in accordance with this management procedure; and (2) the necessary budgetary funds are available for disbursement.

VI. LONG TERM ASSIGNMENT

- A. District personnel covered by this Administrative Regulation who are on a long term assignment shall receive, in addition to their District salary, an additional amount of money for cost-of-living and housing based on the United States State Department Foreign Affairs Manual Volume 3 (Personnel), Volume 14 (Logistics Management) and the Foreign Affairs Handbook, as they may be amended from time to time. These manuals and handbook are available at <http://www.foia.state.gov/regs/vtl.asp>. The General Manager may permit reimbursement of necessary expenses when in the General Manager's opinion such expenses are appropriate. The General Manager shall include in the report required by Section III.A.3., above, these extraordinary expenses and the justification for them.
- B. A District employee on long term assignment may be required to periodically return to the District or attend conferences or other assignments. Provided these trips/conferences/assignments are approved in advance by the General Manager, the affected employee shall be subject to the provisions of this Administrative Regulation to the same extent as any employee who is not on long term assignment status.

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