



November 16, 2021

To: Chairpersons Cindy Chavez and Carole Groom and Members of the Administration Committee

**BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT**

**Draft BAAQMD Board of Directors Travel and Expenditure Policy
(November 2021)**

Board Directors are entitled to receive reimbursement for actual and necessary expenditures incurred in connection with the performance of their official duties for the Bay Area Air Quality Management District (BAAQMD). The guiding principle of this policy is that travel, and expenditures incurred on behalf of BAAQMD must be in the public interest. This document establishes guidelines for expenditures authorized as business expenditures and business travel expenditures incurred by BAAQMD Board Directors

- ALAMEDA COUNTY**
John J. Bauters
(Secretary)
Pauline Russo Cutter
David Haubert
Nate Miley
- CONTRA COSTA COUNTY**
John Gioia
David Hudson
Karen Mitchoff
(Vice Chair)
Mark Ross
- MARIN COUNTY**
Katie Rice
- NAPA COUNTY**
Brad Wagenknecht
- SAN FRANCISCO COUNTY**
Tyrone Jue
(SF Mayor's Appointee)
Myrna Melgar
Shamann Walton
- SAN MATEO COUNTY**
David J. Canepa
Carole Groom
Davina Hurt
- SANTA CLARA COUNTY**
Margaret Abe-Koga
Cindy Chavez
(Chair)
Rich Constantine
Rob Rennie
- SOLANO COUNTY**
Erin Hannigan
Lori Wilson
- SONOMA COUNTY**
Teresa Barrett
Lynda Hopkins

General Procedures and Responsibilities

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

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

Requests for reimbursement of expenditures must be submitted on the authorized BAAQMD 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

Jack P. Broadbent
EXECUTIVE OFFICER/APCO

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BAAQMD which is subsequently refunded to the traveler by a third party must be repaid to BAAQMD within 30 calendar days of receipt.

Only the Executive Officer may override and approve specific cost items that would otherwise be ineligible for reimbursement under this Travel and Expenditure Policy, and only when it is in the best interests of BAAQMD to do so. Any Board Director reimbursement that requires the waiver of this policy by the Executive Officer for approval will be brought back to the Administration Committee (or a successor committee) for informational purposes.

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

Director Selection for Attendance

The Board Chair shall nominate for approval by the Administration Committee, Directors for travel to attend conferences, conventions, legislative advocacy trips and other forms of reimbursable travel covered by this policy. In making such nominations, the Board Chair shall consult with the Executive Officer, or their designee to ensure compliance with this policy. The Board Chair, Vice Chair or Secretary shall have priority to represent BAAQMD at any event where attendance is limited. In considering which Board Directors shall be selected for travel, or who shall represent BAAQMD in the stead of the Executive Officer, the Chair shall consider, at a minimum, all the following:

- The history of attendance and participation by Board Directors at regular BAAQMD Board and Committee Meetings
- The length of service on the Board by a Board Director
- The prior opportunities to travel and represent BAAQMD by Board Directors
- The relevance or appropriateness of Board Directors' committee assignments to the nature and purpose for the travel
- Opportunities for the professional growth or development of new Board Directors
- The relevance and purpose of a meeting or agenda to the home jurisdiction of Board Directors
- Equitable considerations that would elevate or include the voices of marginalized members of the Bay Area.

Additionally, the Board Chair shall have the authority to recommend non-Directors for inclusion in BAAQMD-related travel. In making such a recommendation, the Board Chair shall demonstrate how and why the recommendation fulfills the mission of BAAQMD and is consistent with the goals of the Board and agency.

Conferences/Conventions

Registration fees for conferences and conventions are reimbursable for Board Directors if the conference or convention is directly related to the mission of BAAQMD, the Director is attending as a representative of BAAQMD and the Director received preapproval from the Administration Committee.

Air Travel

Board Directors relying on air travel for BAAQMD 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 Board Director purchases a first or business class ticket, he/she will be reimbursed for the lowest available coach/economy fare only.

Board Directors will be reimbursed for regular baggage fees charged pursuant to applicable airline policy. Excess baggage charges will be reimbursed only when the Director is traveling with heavy or bulky materials or equipment necessary to conduct BAAQMD business.

Hotel Accommodations

When making hotel reservations, Board Directors must use the approved Per Diem Rates for lodging located on the General Services Administration (GSA) website, www.gsa.gov for the location of the stay plus 25%, to determine the maximum hotel accommodation expenditure that BAAQMD 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 BAAQMD by the hotel, such as governmental rates, in order to obtain the best rate possible.

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

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 BAAQMD 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 BAAQMD 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. Board Directors who operate vehicles on BAAQMD 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, BAAQMD will reimburse for a "Standard Class" size vehicle, except when there are justifiable circumstances, such as group requirements, which make a larger vehicle necessary.

BAAQMD has Hired and Non-owned Auto Coverage of up to \$1 million for liability to third parties in case a Board Director injures someone or causes property damage to another vehicle while renting a car or driving his/her own personal vehicle while engaging in BAAQMD 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 more than 25 miles one way from either the Bay Area Metro Center or the Board Director's personal residence.

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

- Actual reasonable cost (including applicable taxes and reasonable tip), or
- The Per Diem Rates for meals located on the GSA website, www.gsa.gov 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 BAAQMD, then no separate reimbursement is allowed for that meal. A Board Director who pays the bill for a meal attended by more than one Board Director or BAAQMD 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 Board Directors and BAAQMD 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.

Board Directors 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 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 BAAQMD business, movies, shows, etc.

Other Meals

Expenditures for business meals other than meals during travel, such as meals with other elected officials where BAAQMD business is discussed, must be preapproved by the Executive Officer. 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 BAAQMD-related topics discussed.

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.

Tippling – 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 BAAQMD business. Receipts should be obtained whenever possible, but expenditures are still eligible for reimbursement when a receipt is unavailable. If 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. Board Directors should apply prudent business judgment in determining the means of transportation to use.

Personal/Private Vehicle Usage – Board Director'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. 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. Board Directors who operate vehicles on BAAQMD business must have a valid driver's license and proof of insurance in their possession, and a good driving record.

Appendices

Appendix A: Justified BAAQMD Travel

Justified BAAQMD travel trips include but are not limited to:

- Attending meetings with local representatives in Sacramento or Washington DC or Sacramento with BAAQMD Staff for legislative advocacy purposes.
- Attending the AWMA Conference as a BAAQMD representative
- Attending other air quality-related conferences as a BAAQMD representative
- Attending the annual COP Climate Conference as a BAAQMD representative

NOTE: Justified travel is not limited to the list provided above. This list is provided for reference purposes only and includes the most common examples of justified travel. 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 BAAQMD 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 (attached)

TRAVEL EXPENSE REPORT

AGENDA 6 – ATTACHMENT 2

(Transmit original copy to Administrative Services Division, Fiscal Section with required receipts attached.)

DEPARTING DATE: _____

RETURN DATE: _____

DESTINATION: _____

DIVISION: Board Member _____

PURPOSE: _____

SECTION: _____

RECEIPTS REQUIRED

DATE	DESCRIPTION	HOTEL	AIRFARE	TAXI CAR RENTAL BUS & TRAIN FARES	MEALS	OTHER EXPENSES	TOTAL

TRAVEL EXPENSE REPORT

(Transmit original copy to Administrative Services Division, Fiscal Section with required receipts attached.)

DEPARTING DATE: _____

RETURN DATE: _____

DESTINATION: _____

DIVISION: Board Member _____

PURPOSE: _____

SECTION: _____

RECEIPTS REQUIRED

DATE	DESCRIPTION	HOTEL	AIRFARE	TAXI CAR RENTAL BUS & TRAIN FARES	MEALS	OTHER EXPENSES	TOTAL

Total:	
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Date:	Advance Refund:	
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Amount Due:	
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* THE UNDERSIGNED HEREBY CERTIFY that the above is a true statement of expense incurred in official business of the Bay Area Air Quality Management District.

DIVISION DIRECTOR: _____
(Signature)

BOARD MEMBER: John Bauters _____

Approved for Payment: _____	Warrant No.: _____
Account No.: _____	Date: _____