

BAY AREA AIR QUALITY MANAGEMENT

MEETING COMPENSATION AND EXPENSE REIMBURSEMENT POLICY FOR MEMBERS OF THE BOARD OF DIRECTORS, COMMUNITY ADVISORY COUNCIL, ADVISORY COUNCIL, AND HEARING BOARD

This Meeting Compensation and Expense Reimbursement Policy (“Policy”) is established by the Board of Directors of the Bay Area Air Quality Management District (“Air District”) to provide a single, common policy to govern compensation and expense reimbursement for members of the Air District’s legislative bodies. This Policy will promote consistency and ease of use by the members of these bodies and by Air District staff who administer compensation and expense reimbursement for these bodies.

This Policy governs compensation and expense reimbursement for members of the Air District’s Board of Directors, Community Advisory Council (“CAC”), Advisory Council, and Hearing Board. As used herein, “Member” refers generically to all members of any of these legislative bodies. Where it is necessary to refer to the members of a body specifically, they are referred to as “Board of Directors member,” “CAC member,” “Advisory Council member,” and “Hearing Board member”, respectively.

The first section of this Policy addresses the types of meetings for which Members are entitled to claim compensation and expenses. It also provides the procedures by which Members must obtain prior authorization to attend such meetings, for meetings where such authorization is required. Given the difference among the legislative bodies governed by this Policy, the policies and procedures regarding approved meeting attendance vary somewhat among the four bodies.

The second section of this Policy addresses the types of actual and necessary expenses for which Members are entitled to reimbursement in connection with approved meeting attendance. These policies and procedures are the same for all Members of all four legislative bodies.

Section One: Authorized Meetings for Which Members Can Claim Compensation and Expenses

Pursuant to the Air District’s Administrative Code and relevant provisions of California law, it is the policy of the Bay Area Air Quality Management that Members of the Air District’s Board of Directors, Community Advisory Council, Advisory Council, and Hearing Board are entitled to receive compensation for meeting attendance at the rates set forth in the Administrative Code. Compensation for meeting attendance is intended to compensate Members for the time they spend preparing for, traveling to, and attending meetings on behalf of the Air District. Providing compensation for Members’ time spent on this work recognizes the value of the important work that Members perform on behalf of the public in furthering the Air District’s mission.

The Air District’s policies for the types of meetings for which Members are eligible for compensation are set forth below for each of the four legislative bodies governed by this Policy.

1.1 Board of Directors

1.1.1 Board and Committee Meetings

Members of the Board of Directors are entitled to compensation and expense reimbursement for attendance at all meetings of the Board of Directors and of the Board’s standing and ad hoc committees, without any need for prior approval. As provided in Section 2.9(c) of the Administrative Code, in order for members to be eligible for compensation for meetings of the Board and Board committees, they must arrive for the meeting no later than 30 minutes after the scheduled beginning of the meeting and must be present for at least three quarters ($\frac{3}{4}$) of the total meeting time, including closed session time.

1.1.2 CARB Representative Attendance at CARB Meetings

As provided for under Health & Safety Code section 39512.5, a member of the Board of Directors who is appointed to serve on the California Air Resources Board pursuant to Health & Safety Code section 39510(d)(2) is entitled to expense reimbursement for attending official meetings of the California Air Resources Board (including meetings of its committees, advisory groups, and other bodies that constitute “state bodies” under California Government Code section 11121 of which they are a member); and if the member is an elected public official, they are also authorized by the Board of Directors to receive one hundred dollars (\$100) for each day, or portion thereof, spent attending such meetings, not to exceed one thousand dollars (\$1,000) in any month.

1.1.3 Other Meetings

For meetings other than Board, Board committee and California Air Resources Board meetings authorized under Sections 1.1.1 and 1.1.2 above, in order to be entitled to compensation and expense reimbursement, a Board member’s attendance at the meeting must be (i) recommended by the APCO and (ii) authorized by the Board of Directors. For all in-state meetings, the Chairperson is delegated the power to authorize Board member attendance on behalf of the Board of Directors. For all out-of-state meetings, including international travel to meetings in other countries, the full Board of Directors must vote to authorize Board member travel. Board members must obtain authorization prior to travel, except in the case of an unexpected or urgent need to travel, in which case a Board Member may obtain the approval of the Chair, in writing, before any travel expenditures are incurred. Such approval must be reported to and ratified by the Board of Directors at the Board’s next meeting.

The Board of Directors (or Chairperson on the Board’s behalf) may authorize attendance by Board members only for meetings that are related to the Air District’s mission and where attendance by the Board member will further that mission. The types of meeting attendance that may be authorized under this Policy include (but are not limited to):

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

For out-of-state and international travel to attend conferences, conventions, legislative advocacy trips and other compensable and reimbursable meetings covered by this Policy, the Chairperson shall nominate Board members to attend such events for approval by the Board of Directors. In making such nominations, the Chairperson shall solicit the interest of Board Members and consult with the Executive Officer/Air Pollution Control Officer (“APCO”) and any other relevant Air District staff to ensure compliance with this Policy.

The Chairperson and Vice-Chairperson shall have priority to represent the Air District at any event where attendance is limited or capped due to cost or capacity. In considering which other Board Members may be selected for travel, or who shall represent Air District in the stead of the Chairperson and Vice-Chairperson, the Chairperson shall consider, at a minimum, all the following:

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

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

Any Board member authorized to travel on behalf of Air District pursuant to this section shall provide a brief written report on their travel on the Travel Report Back Form. The

Chairperson of the Board may also request that Board members who represent the Air District at meetings, conferences, or other events provide an oral report on their participation and experience to the Board of Directors.

1.1.4 Active Transportation Travel

As provided for in Section 2.9(d) of the Administrative Code, Board of Directors members are entitled to compensation for active transportation travel to and from authorized meetings. Payments under this provision for active transportation travel is compensation, not a reimbursement for travel expenses.

1.1.5 Annual Limit on Compensation

Under California law and Section 2.9(c) of the Administrative Code, Board members are subject to a limit of \$6,000 per year in total combined compensation for meeting attendance of all types under this Section 1.1 (excluding any payments to the Air District's representative to the California Air Resources Board under Section 1.1.2).

1.2 Community Advisory Council

1.2.1 CAC Meetings

CAC members are eligible to receive stipends for participation in meetings of the full CAC, currently occurring every other month (bi-monthly). The Air District will provide a stipend of five hundred dollars (\$500)¹ to travel to and from the meeting, prepare for, participate in, and everything else related to the bi-monthly CAC meetings. The five-hundred-dollar (\$500) stipend for each CAC meeting is intended to cover time spent during the meeting and to fully prepare and participate in CAC meetings. This shall include any Air District trainings and educational events hosted by the Air District in advance of a full CAC meeting. Trainings and educational activities made available to CAC members in preparation for CAC meetings are not compensated separately from the CAC stipend. The time preparing for and participating in the meeting is not to exceed ten (10) hours.

1.2.2 Co-Chair Meetings, Ad-Hoc and Standing Committee Meetings, and Other Required Meetings

In compliance with the Brown Act, Co-Chairs meetings and Ad Hoc Committee meetings are held virtually, standing Committee meetings must have quorum in-person, other required meetings (consisting of less than a quorum) may be in-person or virtually. Co-Chairs are compensated at seventy-five dollars (\$75) per hour² to attend Co-Chairs meetings. The

¹ Stipend is in alignment with the stipend the California Air Resources Board (CARB) provides to the Environmental Justice Advisory Committee.

² The Air District uses as a guide the living wage in San Francisco, California for a household of three (\$75/hour at the time of this publication) to determine an equitable community stipend amount.

maximum number of hours per month to attend Co-Chair meetings is four (4) hours. The Co-Chairs may attend meetings related to the work of the CAC, beyond the designated 4 hours for Co-Chairs meetings, as requested by the Board or Air District Staff. CAC members of an Ad Hoc Committee or standing Committee will be compensated at \$75 per hour to attend committee meetings and other required meetings related to the work of the CAC. The maximum number of hours per month for participation in each Ad Hoc Committee and Other Required Meetings shall not exceed six (6) hours per member each month. CAC members will only receive a stipend for time spent in meetings. Members will not receive a stipend for travel time or meeting preparation time. To receive a stipend for participation members must be present in the meeting as set forth above. Stipends will be pro-rated based on time spent in the meeting. For example, if a member attends only 30 minutes of a one-hour meeting, they will receive only 50% of the hourly rate, or \$37.50.

1.2.3 Other CAC Member Activities

Every fiscal year, each CAC member can apply for up to one thousand dollars (\$1,000) in funding to support their participation in events, activities, or services the CAC Co-Chairs and Air District Project Lead agree fulfils the mission of the Air District and purpose of the CAC. For example, the CAC may provide funding to send a CAC Member to a regional conference and the stipend would cover their time to attend conference sessions. Another example may be to pay a member of the CAC for research or work related to the Committees, above and beyond meeting attendance. The stipend is intended to cover pre-approved costs related to the work of the CAC up to \$1,000 and shall be calculated at \$75 per hour for time spent on the proposed activity. It is the responsibility of the CAC member to make a request for funding at an appropriate level of funding. Requests should be submitted to the Air District Project Lead thirty (30) days in advance of the proposed activity. When a Co-Chair makes a request, they shall recuse themselves from the approval process and the decision to approve the funding request will be made by the other Co-Chairs. When the CAC only has one Chair, and they make a request for funding, it must be approved by the full body of the CAC. Neither the CAC nor the Air District will be responsible for covering costs beyond the member's estimated expenses and up to a maximum of \$1,000. CAC Members must file a reimbursement for the approved \$1,000 stipend within the applicable fiscal year and are not eligible for additional funding from the "other activities" category until the next fiscal year. Unused funding will not roll over to the next fiscal year. This funding is only available to the CAC during the first nine (9) months of the fiscal year or until the amount budgeted in the CAC's Board-approved budget is exhausted, whichever comes first. The CAC Co-Chairs reserve the right to reallocate unused funding from this budget item after 9 months for any purpose related to the operations of the CAC.

1.2.4 Other Meetings on Behalf of the Air District

CAC members are eligible for compensation and expense reimbursement for attending other conferences, conventions, and similar meetings if (i) the meeting is directly related to the mission of the Air District and consistent with the purpose of the CAC; (ii) the CAC Member is attending as a representative of the Air District; and (iii) the CAC member has received

preapproval pursuant to this Section 1.2.4. For in-state meetings, the designated CAC Co-Chair, in agreement with the APCO, may authorize CAC member attendance on behalf of the Air District. For all out-of-state meetings, including international travel to meetings in other countries, the Community, Equity, Health and Justice Committee must authorize CAC member travel. CAC members must obtain authorization prior to travel, except in the case of an unexpected or urgent need to travel, in which case a CAC member may obtain the approval of the designated CAC Co-Chair and the APCO, in writing, before any travel-related expenditures are incurred. Such approval must be reported to and ratified by the Community, Equity, Health and Justice Committee at that Committee's next meeting.

Meeting attendance may be authorized under this Section 1.2.4 only for meetings that are related to the Air District's mission and consistent with the purpose of the CAC and where attendance of the CAC member will further that mission.

For out-of-state and international travel to attend conferences, conventions, and other compensable and reimbursable meetings covered by this this Section 1.2.4, the CAC Chair/Co-Chairs shall nominate CAC members to attend such events for approval by the Community Equity, Health, and Justice Committee. In making such nominations, the CAC Chair/Co-Chairs shall solicit the interest of CAC Members and consult with the Executive Officer and any other relevant Air District staff to ensure compliance with this Policy.

The CAC Chair or Co-Chairs shall have priority to represent the Air District at any event where attendance is limited or capped due to cost or capacity. In considering which other CAC members may be selected for attendance, or who shall represent the Air District, the CAC Chair/Co-Chairs shall consider, at a minimum, all the following:

- The history of attendance and participation by the CAC member at regular CAC, Co-Chair meetings, and Ad Hoc Committee Meetings (if the CAC member is a member of an Ad Hoc Committee).
- The length of service on the CAC by a CAC member.
- The prior opportunities to travel and represent the Air District by the CAC member.
- The relevance or appropriateness of the CAC member's committee assignments to the nature and purpose for the travel.
- Opportunities for the professional growth or development of new CAC members.
- The relevance and purpose of a meeting or agenda to the home jurisdiction of the CAC member.
- Equitable considerations that would elevate or include the voices of marginalized members of the Bay Area.

Additionally, the CAC Chair/Co-Chairs shall have the authority to recommend non-CAC-members for inclusion in Air-District-related travel. Non-CAC-members must live in an overburdened community within the 9-County Bay Area. The recommended non-CAC-member cannot be a family member of any CAC member. In making such a recommendation, the

Chair/Co-Chairs shall demonstrate how and why the recommendation fulfills the mission of the Air District and is consistent with the purpose of the CAC and agency.

Any CAC Member authorized to attend a meeting(s) on behalf of the Air District pursuant to this section shall provide the CAC with a brief, written report on their travel on the Travel Report Back Form. Any Co-Chair may also request that a CAC member who represents the Air District at a meeting, conference, or other event provide an oral report on their participation and experience to the full CAC at the bi-monthly meeting following the CAC member's return.

1.3 Advisory Council

1.3.1 Advisory Council Meetings

Members of the Advisory Council are entitled to compensation and expense reimbursement for attendance at all Advisory Council meetings.

1.3.2 Other Meetings

Members of the Advisory Council are entitled to compensation and expense reimbursement for attendance as a representative of the Council at technical conferences and similar meetings directly related to the work of the Council if and only if authorized in advance by the Board of Directors. Any Advisory Council member authorized to attend such a meeting as a representative of the Council pursuant to this section shall provide a brief, written report of the meeting to the Board of Directors and Advisory Council on the Travel Report Back Form. The Chairpersons of the Board of Directors and Advisory Council may also request that a Council member who attends such a meeting as a representative of the Advisory Council provide an oral report on their participation and experience to the Board of Directors or Advisory Council, respectively.

1.4 Hearing Board

1.4.1 Hearing Board Hearings and Meetings

Hearing Board members are entitled to compensation and expense reimbursement for attendance at hearings and other meetings of the Hearing Board.

1.4.2 Other Meetings

Hearing Board members are entitled to compensation and expense reimbursement for attendance at meetings of the Board of Directors or Advisory Council as a representative of the Hearing Board when their attendance is requested by the Board of Directors or Advisory Council.

Section Two: Procedures for Claiming Reimbursement for Actual and Necessary Expenses Incurred in Connection with Meeting Attendance

It is the policy of the Bay Area Air Quality Management that Members of the Air District's Board of Directors, Community Advisory Council, Advisory Council, and Hearing Board are entitled to receive reimbursement for actual and necessary expenditures incurred in connection with the performance of their official duties for the Air District, as provided for in the Air District Administrative Code and by state law. The guiding principle of this policy is that travel and other expenditures incurred by Members while working on behalf of the Air District and its boards and councils must be in the public interest. Pursuant to California Government Code section 53232.2, this Expense Reimbursement Policy establishes guidelines for expenditures authorized as business travel expenditures and other business expenditures and incurred by Members in the course of their duties.

2.1 General Procedures and Responsibilities

Members are entitled to reimbursement for actual and necessary travel and other expenses under this Policy only for justified business travel in connection with attending meetings authorized under Section I above.

Members will be entitled to reimbursement for all actual 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 Section 2.9 below. Actual receipts are almost always required except where otherwise stated in this Policy.

When a Member combines business and personal travel on a business trip, the Member will be responsible for the additional charges related to the personal travel. Only the Member's direct travel expenditures are eligible for reimbursement. The Air District will not provide reimbursement for travel expenditures incurred by a spouse or any another individual traveling with the Member.

Requests for reimbursement of expenditures must be submitted on the authorized Air District Expense Reimbursement Form 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 the Air District that is subsequently refunded to the Member by a third party must be repaid to the Air District within 30 calendar days of receipt of the refund.

Only the APCO can override and approve specific cost items that would otherwise be ineligible for reimbursement under this Policy, and only when it is in the best interests of the Air District to do so. Any reimbursement of an expenditure that requires the waiver of any provision of this Policy by the APCO must be reported for informational purposes to the authority responsible for approving the Member's meeting attendance pursuant to Section I of this Policy.

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

2.2 Air Travel

Members flying on Air District business for which they will seek reimbursement should make reservations as early as possible to minimize costs.

For domestic air travel with a flight duration of four hours or less, airfare should be purchased for coach/economy seats only, at the lowest possible cost that 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 Member purchases a first- or business-class ticket, they will be eligible for reimbursement for the amount of the lowest available coach/economy fare only.

For domestic air travel with a flight duration of more than four hours, as well as for international travel, airfare may be purchased at the “economy plus” fare/seats. First- and business-class airfare is not reimbursable, nor are upgrades to first or business class. If a Member purchases a first- or business-class ticket, they will be eligible for reimbursement for the lowest available “economy plus” fare only.

Members are entitled to reimbursement for regular baggage fees charged pursuant to applicable airline policy. Excess baggage charges will be reimbursed only when the Member is traveling with heavy or bulky materials or equipment necessary for the Air District business for which the travel is being undertaken.

2.3 Hotel Accommodations

When making hotel reservations, Members must use the approved Per Diem Rates for lodging published 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 Air District will reimburse per night, plus any applicable taxes.

Members should use hotels where government rates are available. Hotels that subscribe to a “green” standard must be utilized where available.

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 Air District by the hotel, such as governmental rates, to get the best rate possible.

If accommodations are shared with individuals who are not traveling on Air District business, the Member 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 Air District 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.

2.4 Rental Vehicles

Reimbursement for rental of cars or other vehicles while traveling on Air District 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. Members who operate vehicles on Air District 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, Air District will reimburse for a "Standard Class" size vehicle or alternative fuel vehicle, except when there are justifiable circumstances, such as group requirements, that make a larger vehicle necessary. Alternative fuel vehicles should be used when available, even if the cost triggers a surcharge or exceeds the cost of a non-alternative-fuel vehicle.

The Air District holds liability insurance to cover third parties in case a Member injures someone or causes property damage to another vehicle while renting a car or driving his/her own personal vehicle while engaging in Air District 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.

2.5 Event Registration Fees

If a Member obtains authorization as provided in Section One to attend a conference, convention, seminar, or similar event for which a registration fee is required, the Member is eligible for reimbursement of such registration fee(s).

2.6 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 Member's personal residence.

Multiple-Day Travel: For multiple-day travel, meals will be reimbursed at the lesser of:

- i) Actual reasonable cost (including applicable taxes and reasonable tip), or
- ii) 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. For travel days where a Member has traveled more than 12 hours but less than 24 hours, the Per Diem Rate shall be 75% of the GSA rate for the destination.

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 Air District, then no separate reimbursement is allowed for that meal. A Member who pays the bill for a meal attended by more than one Member or Air District 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 Members and Air District 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.

Members 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, including but not limited to meals unrelated to the Member's Air District business, movies, shows, etc., are not reimbursable expenditures.

2.7 Other Meals

Expenditures for business meals other than meals during travel, such as meals with other elected officials where Air District business is discussed, must be preapproved by the APCO. To obtain reimbursement for such expenditures, the following documentation is required and must be recorded on the expense report form or backup documentation:

- i. Names of individuals present along with their titles and affiliation,
- ii. Name and location of where the meal took place,
- iii. Exact amount and date of the expenditure, and
- iv. Specific Air District-related topics discussed.

2.8 Miscellaneous Travel Expenses

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

In-Flight Communications: In-flight phones and Wi-Fi 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 Air District 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 (e.g., a printout from the BART website showing the total fare for the trip taken). Members should apply prudent business judgment in determining the means of transportation to use.

Personal/Private Vehicle Usage: Members' 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. Members who operate vehicles on Air District business must have a valid driver's license and proof of insurance in their possession, and a good driving record.

2.9 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 Air District travel
- 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 Air District 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.)

2.10 Forms

The Travel and Expense Reimbursement Forms and Member Travel Report Back Form are kept by the Clerk of the Board.

2.11 Receipts for Expenses

Members must submit vouchers or receipts for all necessary and incidental expenses over \$10.00 such as parking charges and fuel costs. Vouchers or receipts need not be presented for meal expenses and hotel accommodations.