



## **BOARD MEMBER REIMBURSEMENT**

### **I. PURPOSE**

- A. The purpose of the Board Member Reimbursement Policy is to establish policy and procedure for Board member compensation and travel expense reimbursement for attending professional development events, such as conferences, training, continuing education and other official business.

### **II. GENERAL**

- A. Governing Board members attend meetings of national, state and local associations that are relevant to the function of the Agency and shall consider attendance as an opportunity for in-service training. Agency Board members are encouraged to attend educational conferences and professional meetings when the purpose of such activities is to improve BBARWA's operations and provide insight.
- B. Travel expense reimbursement is authorized for conferences, education and training events, meetings, tours and other functions from which Governing Board member attendance provides a specific benefit and serves a BBARWA-related purpose.

### **III. POLICY**

- A. Governing Board members receive compensation at a rate established by ordinance for each Regular or Special Board meeting, Committee meeting, or approved professional meeting, tour, conference, or training event that he or she attends. A Report of Meetings Attended form (see Exhibit A) is completed by Agency Staff and submitted to each Governing Board member at the end of each month for their approval prior to issuing a compensation payment.
- B. Governing Board members who are not members of a Committee and who attend meetings, tours, conferences and training events that pertain specifically to a BBARWA Committee rather than to the Board in general, will need to obtain authorization from a majority of the Governing Board for attendance and travel reimbursement, prior to attendance of such functions.
- C. A Governing Board member may attend and seek travel reimbursement, without prior approval, for Authorized Training Conferences and Seminars for Governing Board Members (see Attachment A). All other Governing Board member attendance and travel expense must be authorized by the Governing Board through a majority vote prior to attendance.
- D. Compensation or travel reimbursement is not provided for attendance at social events or meetings of other local government agencies.
- E. Compensation or travel reimbursement is not provided for junkets (i.e., tours or journeys for pleasure, without an official purpose).



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- F. Governing Board member reimbursement is provided for transportation, lodging and meal expenses associated with attendance at conferences or meetings held outside of the San Bernardino Mountains. Such overnight stays are authorized in advance by the Governing Board if not specified on the list of Authorized Training Conferences and Seminars. Prior authorization is not required for events that may continue longer than originally anticipated due to an unforeseen emergency or inclement weather conditions. The Agency makes reimbursement payments for out-of-pocket seminar costs. Each Governing Board member seeking reimbursement must complete a Travel Expense Report form (see Exhibit C) and attach the related receipts.
- G. Upon completion of an Agency-funded training or conference, the Governing Board member prepares a written report regarding the conference for distribution to the Governing Board at the next regular meeting. Material from the session or event may be delivered to the BBARWA office to be included in the BBARWA library for future use by staff and Governing Board members.
- H. Governing Board members are encouraged to attend the closest available seminar and must always travel using the least expensive, most practical transportation option.
- I. All work-related, incidental expenses will be reimbursed by the Agency when receipts are provided, including parking, and other business-related expenses.
- J. Travel expenses are not eligible for reimbursement if incurred subsequent to a Governing Board member's resignation or an election which results in the Governing Board member not retaining his or her seat on the Governing Board. If travel was arranged in advance of these events, and any portion thereof paid for by the Agency, the Agency may request reimbursement from the Governing Board member. In the above circumstances, the Governing Board retains the discretion to approve requests that deviate from these procedures upon the request of the effected Governing Board member or the General Manager.
- K. Meeting compensation or travel-related expenses which do not fall under the guidelines of this policy must be approved by the Governing Board in a public meeting prior to incurrence or reimbursement by the Agency.



#### IV. PROCEDURE

- A. Authorized Conferences and Seminars. A Training Request form (see Exhibit B) must be completed and submitted to the Finance Department 15 working days prior to the start date of the conference or seminar. Governing Board members may attend training conferences listed on the Authorized Conferences and Seminars list without prior approval by the Governing Board. For all other conferences and seminars, the Training Request form must be approved by the Governing Board prior to attendance. Annually during the June Board meeting, the Governing Board may review and update the Authorized Training for Conferences and Seminars for Governing Board Members. Any updates to the authorized training list will become effective July 1<sup>st</sup> of each year.
- B. Travel Expenses. Once the Finance Department receives the Training Request form, all costs are estimated including registration, per diem, hotel, airfare, rental car, and shuttle or taxi expenses. Most travel expense is paid for by the Agency and handled by the Finance Department prior to travel. Travel expenses not paid for in advance by the Agency should be submitted for reimbursement as soon as possible but no later than two weeks after attendance by completing the Travel Expense form.
- C. Lodging. Whenever possible, Governing Board members shall make use of special lodging rates offered in connection with the event being attended.
- D. Vehicle Usage. Agency vehicles should be used when traveling on Agency business. Exceptions to this policy must be authorized by the General Manager in advance. When personal vehicles are used, mileage will be reimbursed at the standard Internal Revenue Service mileage rate in effect. Governing Board members are not reimbursed for mileage or given a mileage allowance for travel in a personal vehicle while performing official business or attending an approved function within the Big Bear area. Prior to using an Agency owned or rented vehicle, Governing Board members should confirm with the human resource officer that a copy of his or her California driver's license and current auto insurance certificate is on file with BBARWA.
- E. Air Travel. For air travel, the least expensive tickets (coach, economy or government rate) as recommended by staff, are to be used whenever possible. Travel by private or BBARWA vehicle will be authorized in lieu of air travel when the vehicle travel does not necessitate reimbursement greater than what would have been required if air travel had been used, taking into consideration mileage, meals and lodging expenses. The total travel cost shall be computed on direct route distances, but in no case shall the expense exceed the round trip cost by air. If a Governing Board member uses a higher-priced ticket than the one recommended by staff, the Governing Board member will be required to pay the difference in cost between the two tickets. Airport parking is reimbursable at the daily rate available for the least expensive parking that is in a reasonably accessible, secure parking area.



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- F. Meal Reimbursement, Per Diem. The following guidelines apply for payment of meal reimbursement or per diem. Please note there will be no reimbursement or per diem if the meal is included in the cost of the event.
- a. If attendance at the function requires travel time prior to 8:00 a.m., reimbursement or per diem will be paid for breakfast.
  - b. Lunch per diem or reimbursement will be paid in the event the function is held during normal lunch hours.
  - c. If attendance at the function requires travel time after 4:00 p.m., reimbursement or per diem will be paid for dinner. The General Manager may authorize meal reimbursement in excess of the allowed per diem in cases where the meal exceeded the per diem due to high-cost localities (i.e., San Diego, San Francisco, etc.) or special dietary requirements. Such approval, if warranted, will follow a review of expenses by the Finance Manager and the General Manager.
- G. Per Diem Rates. Per Diem is provided for breakfast, lunch, dinner, and approved mileage. All per diem rates will be adjusted annually on July 1<sup>st</sup>, based on the May Cost of Living Adjustment as determined by the Consumer Price Index, Urban Wage Earner of Riverside, San Bernardino, Ontario, California areas.



**ATTACHMENT A**  
**BIG BEAR AREA REGIONAL WASTEWATER AGENCY**  
**AUTHORIZED TRAINING CONFERENCES AND SEMINARS**  
**FOR GOVERNING BOARD MEMBERS**

1. BBARWA Regular, Special or Advisory Committee Meetings
2. Association of California Water Agencies Conferences and Seminars
3. California Association of Sanitation Agencies Conferences and Seminars
4. California Special Districts Association Conferences and Seminars
5. California Water Environment Association Conferences and Seminars (Non-Section Meetings)
6. California Water Environmental Association – Desert Mountain Section Conferences and Seminars
7. Southern California Edison Conferences and Seminars
8. Manager/Governing Board Workshop
9. Tri-State Training Conference
10. American Water Works Association

This list may be updated on an annual basis, based upon the Governing Board approved budget. Attendance at functions not specified above requires prior authorization from the Governing Board.



**EXHIBIT A**  
**REPORT OF MEETINGS ATTENDED**

Governing Board Member: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Month Covered: \_\_\_\_\_

**BBARWA Regular Meeting Attended:** \_\_\_\_\_ Date: \_\_\_\_\_ **Compensation** \$ \_\_\_\_\_

**PURPOSE**

**BBARWA Special Meeting Attended:** \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

**BBARWA Special Meeting Attended:** \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

**BBARWA Special Meeting Attended:** \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

**PURPOSE**

**BBARWA Committee Meeting Attended:** \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

**BBARWA Committee Meeting Attended:** \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

**BBARWA Committee Meeting Attended:** \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

**PURPOSE**

**Other Compensated Meetings Attended:**

\_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL ENTITLED MONTHLY STIPEND (limited to 6 days per calendar month)** \$ \_\_\_\_\_

**Uncompensated Meetings Attended:**

**PURPOSE**

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**Board Member Signature:** \_\_\_\_\_ **Total Amount Paid** \$ \_\_\_\_\_

**EXHIBIT B**  
**TRAINING REQUEST FORM**

NAME:		DATE:	
POSITION:	STATUS:	Regular	Non-Regular
COURSE TITLE:			
COURSE LOCATION:			
COURSE DATE(S):			
Type of Course:		Hours of Training:	
Technical training (directly relates to my technical or professional abilities)			
Developmental training (career management, personal growth, management development, etc.)			
Other developmental experience (details, special projects, task forces, etc.)			



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Other						
How was this course selected? Please check all that apply.						
Personal Training Plan						
Asked to Attend / Supervisor Asked Me to Attend / Name of Supervisor:						
Attendance is Mandatory						
Other						
Comments:						
<b>Anticipated Costs:</b> Registration \$ _____ Lodging \$ _____ Transportation \$ _____						
<b>Per Diem:</b> Please circle anticipated meals						
MON	TUES	WED	THUR	FRI	SAT	SUN
B L D	B L D	B L D	B L D	B L D	B L D	B L D
<b>Vehicle use:</b> Agency vehicles should be used when traveling for Agency-approved training. Exceptions to this policy must be authorized by the General Manager in advance.						
<input type="checkbox"/> Request to use personal vehicle Approved: General Manager _____ Date: _____						
Approved	Date	Supervisor's Signature				
Approved	Date	General Manager's Signature				
Approved	Date	Finance Manager's Signature				
Governing Board Approval Required: Yes No				Governing Board Signature:		
Governing Board Approved: Date						
<i>To allow the appropriate amount of time for processing, Training Request Form must be submitted to the Finance Manager at least 15 working days prior to the start date of the course. Failure to submit in a timely manner may result in employee paying for accommodations with reimbursement to employee after attendance.</i>						
<b>FINANCE</b>						
# _____ Breakfast @ \$14.67 = \$ _____ # _____ Lunch @ \$21.91 = \$ _____ # _____ Dinner @ \$36.53 = \$ _____						
<b>Event Costs:</b>		<b>Travel Costs:</b>			<b>Manager Approval</b>	
Tuition / Registration	\$	Agency Vehicle / Parking	\$	N/A		
Hotel _____ nights	\$	Personal Vehicle / Mileage	\$			
Per Diem	\$	Airfare	\$	N/A		
Other	\$	Shuttle / Taxi	\$	N/A		
<b>Total Costs</b>		Rental Car	\$			
		Other	\$			
\$						

**EXHIBIT C**  
**TRAVEL EXPENSE FORM**

Name:	Title:	Date of Claim:
Purpose of Trip		Authorized by Initials: Date:

Method of Transportation	Depart From:			Arrival At:		
	Name of City	Date	Time	Name of City	Date	Time



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**EXPENDITURES**

Indicate by a "C" when charges incurred using Agency Credit Card  
*Backup receipts must be attached*

Date:									Credit Card
Description	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total	"CC"
<b>Breakfast</b> (not paid by Per Diem)									
<b>Lunch</b> (not paid by Per Diem)									
<b>Dinner</b> (not paid by Per Diem)									
<b>Hotel (Lodging)</b>									
<b>Air/Travel Fare</b>									
<b>Auto Rental</b>									
<b>Fuel Expenses</b>									
<b>Taxi, Bus, Other</b>									
<b>Telephone</b>									
<b>Registration Fees</b>									
<b>Parking</b>									
<b>Miscellaneous (explain below)</b>									
<b>Personal Mileage Incurred</b>									
<b>Total</b>									

Personal mileage incurred will be reimbursed based on the Internal Revenue Service mileage rate effective at the time of travel.

**Explanations:** \_\_\_\_\_

<b>The undersigned, under penalty of perjury, states That the above claim is correct.</b>		<b>Total Expenditures:</b>	
<b>Claimant Signature</b>	<b>Date:</b>	<b>Prepaid Amount</b>	
<b>General Manager Approval</b>	<b>Date:</b>	<b>Total Charges Agency Credit Card</b>	