

SOUTHEASTERN ECONOMIC DEVELOPMENT CORPORATION

CORPORATE POLICY 3.07

TRAVEL AND EXPENSE REIMBURSEMENT POLICY

Chapter: 3.0 – Financial & Fiscal Policies
Section: 3.07 – Travel and Expense Reimbursement Policy
Effective Date: April 1, 2011

1.0 PURPOSE

1.1 To establish policies for the payment of reimbursable travel expenses incurred by CORPORATION directors and staff while conducting official business.

2.0 EFFECTIVE DATE AND AMENDMENTS

2.1 This Policy shall be effective upon the approval by the BOARD and AGENCY BOARD. This Policy may only be amended by approval of the BOARD and AGENCY BOARD.

3.0 PROCEDURES

3.1 The President or his/her designee is authorized to establish and disseminate administrative procedures to implement this BOARD POLICY, as applicable.

4.0 POLICY

4.1 Reimbursable expenses shall be limited to itemized and documented costs.

4.2 MEALS - An out-of-town traveler may claim up to a daily maximum of the United States General Services Administration federal per diem rates as the City (not including sales tax and 15% gratuity) for daily meals. To qualify, the traveler must be out of town overnight. Itemized receipts for all expenses are required for reimbursement.

4.3 Attendance at a conference generally shall be limited to one representative unless the need for additional representatives is appropriate and approved by the PRESIDENT. This policy shall not apply to the California Redevelopment Association conferences.

4.4 Out-of-town travel shall be limited to conferences, meetings and seminars from which the CORPORATION will derive a specific benefit through attendance. All travel by CORPORATION staff shall be authorized by the PRESIDENT and all travel by BOARD members shall be authorized by the CHAIR. Out-of-town travel by CORPORATION staff and BOARD members shall be subject to the availability of funds as determined by the Chief Financial Officer.

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- 4.5 Use of air, train, private car, bus, or CORPORATION vehicle shall be selected on the basis of the least total cost to the CORPORATION after all expense items are tabulated, including travel time salary costs.
- 4.6 COMMISSION/COMMITTEE/CIVIC/PROFESSIONAL MEETINGS
- 4.6.1 When departments host commission/committee meetings, or hold meetings with members of the public for the purpose of conducting SEDC business, it is acceptable to incur costs for refreshments and necessary supplies.
- 4.6.2 When SEDC staff are required to attend civic/professional meetings, they may, with supervisor or PRESIDENT approval, be reimbursed for their actual expenses (this may include meals).
- 4.7 PROMOTION/RECOGNITION – While it is not possible to define all of the ways to recognize people for appreciation or in promotion of the CORPORATION, some statements merit mention. The expense reimbursement shall not exceed \$49 per event.
- 4.7.1 Meal expense for employee recognition for length of service, exceptional performance, birthday, etc. is acceptable only for the recognized individual.
- 4.7.2 Expenses for the refreshments, rooms, etc. at groundbreaking ceremonies, receptions and special recognition events, etc. are acceptable. The PRESIDENT's approval is required for these types of expenditures, subject to the availability of funds as determined by the Chief Financial Officer.
- 4.7.3 Expenses for gifts (i.e., plaques, trophies, etc.) to members of the CORPORATION or to departing board members are acceptable. The PRESIDENT's approval is required for these types of expenditures, subject to the availability of funds as determined by the Chief Financial Officer.
- 4.8 In the absence of specific criteria, it is the policy of the CORPORATION to rely on the judgment of the Chief Financial Officer in determining availability of funds for travel and expense reimbursements. It is, therefore, the Chief Financial Officer's responsibility to ensure review of expenses and any periodic expense report.

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- 4.9 COMPLETION AND SUBMISSION OF EXPENSE REPORT - Individuals are to complete an expense report indicating the specific purpose of the expenditure, attach original receipts, obtain appropriate approval, and submit to the Chief Financial Officer for reimbursement.
- 4.10 DIRECT BILLING PROCEDURE - When expenses are to be incurred that will result in a direct billing to the CORPORATION, a check request and/or purchase order needs to be completed with appropriate approvals and submitted to the Finance Department for processing in accordance with all purchasing and contracting policies. Non-direct expenses should be noted on the expense report so that the Chief Financial Officer has vision into the entire cost of the trip.
- 4.11 Alcoholic beverages, supplemental travel or car insurance, upgrades to air/hotel/rental car, personal expenses, recreational activities, clothing, luggage, spouse or guest expenses, and child care are not reimbursable expenses.