

**GOVERNING BOARD POLICY**  
*Mojave Desert Air Quality Management District*

Policy No: 94-2  
Effective Date: January 26, 1994

Adopted: January 26, 1994  
Amended: June 24, 1996  
January 23, 2006  
January 28, 2008  
January 23, 2012

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Brad Mitzelfelt, Chair

Last Review: January 26, 2015

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**SUBJECT: TRAVEL POLICY**

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**POLICY:**

It is the policy of the Governing Board of the Mojave Desert Air Quality Management District (District) to allow Members of the Governing Board and Staff of the District to incur necessary travel expenses for activities and functions involving District business and be reimbursed for such expenses by the District.

**AMPLIFICATION OF POLICY:**

A. General Provisions:

The purpose of this policy is to establish the requirements by which members of the Governing Board and Staff may incur necessary travel expenses on behalf of the District, submit claims, and be reimbursed for such expenses.

B. Travel Authorization:

1. Governing Board and Hearing Board Members:

- a. Travel within the State of California is authorized for each member of the Governing Board or the Hearing Board (Member), at the discretion of that member and upon the advice or concurrence of the Air Pollution Control Officer (APCO), provided that the total expenditures for the Member do not exceed \$600.00 per year.
- b. Travel within the State of California in excess of \$600.00 per year for a Member may be approved by the Governing Board or upon recommendation of the APCO and concurrence of the Chair of the Governing Board (Chair) provided that the total expenditures under this subsection does not exceed the amount appropriated for such travel in the approved Budget of the District.

- c. Travel outside the State of California by a Member must be approved by the Governing Board.
  - 2. Air Pollution Control Officer
    - a. Travel outside the State of California by the APCO shall be approved by the Chair.
  - 4. District Staff
    - a. Out of state travel by District staff as defined in District Standard Practice 4-8, shall be approved by the APCO.
    - b. In state travel by District Staff shall be approved by the appropriate supervisory person as set forth in District Standard Practice 4-8 – *Travel*.
- C. Travel Defined:
  - 1. Travel for the purpose of this policy is defined as travel on District business to or from any destination outside the Mojave Desert Air Basin or South Coast Air Basin.
- D. Reimbursements:
  - 1. Requests for Reimbursement
    - a. Requests for reimbursements shall be submitted and processed in accordance with the applicable District's policies, procedural rules, and standard practices regarding expense reimbursement including but not limited to District Standard Practice 4-8.
  - 2. Reimbursement Rates
    - a. Reimbursement rates for the APCO and District Staff shall be as set forth in the applicable provisions of the District's Memorandum of Understanding with a duly recognized employees association, the applicable provisions of the District's Exempt Compensation Plan and any other applicable action of the Governing Board.
    - b. Reimbursement rates for Members shall be at the same rates specified in subparagraph a. above.

3. Reimbursement Limits Established by Statute

- a. The rate of reimbursement for expenses including stipend, travel, meal, lodging, and other necessary and actual expenses incurred in the performance of official duties of the District shall be as established from time to time by actions of the Governing Board.
- b. All reimbursement shall also be subject to the following as established by Assembly Bill 1234 (Ch. 700, Statutes of 2005) and hereafter amended.
  - i. A Member is to use government and group rates offered by a provider of transportation or lodging services for travel and lodging when available. (Government Code Section 53232.2 (e))
  - ii. If lodging is in connection with a conference or educational activity, a Member's lodging cost is not to exceed the maximum group rate provided the group rate is available at the time of booking. If the group rate is not available, the Member shall use comparable lodging that is consistent with this policy. (Government Code Section 53232.2 (d))
  - iii. If a Member's expense does not fall within the adopted rates, the expense is to be approved by the governing body, in a public meeting, before the expense is incurred, except as provided in subparagraph (ii). (Government Code Section 53232.2 (f))
  - iv. A Member shall: Use the District expense report forms for reimbursement; Document that expenses meet the requirements of this policy; Submit receipts; and Provide brief reports on meetings attended at the next regular meeting. (Government Code Section 53232.3)