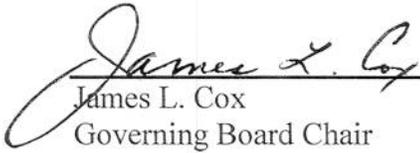
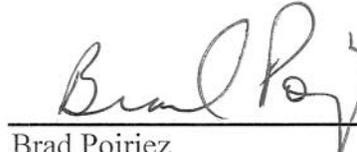


GOVERNING BOARD POLICY
Mojave Desert Air Quality Management District

Policy No: 94-2
Amended June 12, 2017


James L. Cox
Governing Board Chair


Brad Poiriez
Executive Director/APCO

SUBJECT: TRAVEL POLICY

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, the Hearing 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. All Members and Staff of the District should strive to ensure that travel and associated costs are reasonable, keeping in mind the District's fiduciary duty to the public and regulated entities.

AMPLIFICATION OF POLICY:

A. General Provisions:

The purpose of this policy is to establish the requirements by which members of the Governing Board, the Hearing 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. Discretionary Travel. Travel for the benefit of the District and its mission within the State of California is authorized for each member of the Governing Board or the Hearing Board (Member) upon the advice or concurrence of the Executive Director/APCO.

b. Discretionary travel with expenses in excess of \$600.00 per year for a Member may be approved by the Governing Board or upon recommendation of the Executive Director/APCO and concurrence of the Chair of the Governing Board (Chair).

- c. All expenses for travel incurred on behalf of the District shall meet policy and budget guidelines.
- d. Members of the Governing Board or the Hearing Board traveling from outside the immediate vicinity of the meeting location may arrange for lodging the night before a scheduled morning meeting. The cost may be reimbursed to the Member according to this policy and/or Standard Practice 4-8 - *Travel*.
- e. Travel outside the State of California by a Member must be approved by an action of the Governing Board.

2. Air Pollution Control Officer

Travel outside the State of California, as defined herein, by the Executive Director/APCO shall be approved by the Governing Board Chair.

3. District Staff

- a. District staff traveling out of state as defined in District Standard Practice 4-8 – *Travel*, shall be approved by the Executive Director/APCO.
- b. District Staff traveling within the state 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 for the purposes of representing the District and/or conducting the business of the District. Discretionary travel is distinguished from travel to attend and participate in Governing Board meetings or other authorized events of the Governing Board.
- 2. Travel outside the State of California is defined as destinations beyond the states contiguous to California. For example, travel to Arizona, Nevada and Oregon will not require additional authorization.

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 - *Travel*.

2. Reimbursement Rates

- a. Mileage reimbursement for use of a personal vehicle will be consistent with the rates published annually by the Internal Revenue Service (Publication 15-B).
- b. The allowance for meals and incidental expenses is the amount as published in the most recent GSA Per Diem Rates currently located at <https://www.gsa.gov/perdiem>. Receipts will be required for meal purchases exceeding the limits for the region where the travel occurred.

3. Reimbursement Limits Established by Statute

All reimbursement shall also be subject to the following as established by Assembly Bill 1234 (Ch. 700, Statutes of 2005) and hereafter amended.

- a. 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))
- b. 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))
- c. 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))
- d. A Member shall: Request reimbursement using the appropriate expense report forms for reimbursement providing receipts for expenses incurred; Document that expenses meet the requirements of this policy; and Provide brief reports on meetings attended at the next regular Governing Board or Hearing Board meeting. (Government Code Section 53232.3)

4. Direct Bill or Payment of Expense

The District may arrange and pay vendor(s) directly for lodging and related travel expenses for one or more traveling Governing Board, Hearing Board Member, or Staff.

Revision History

Adopted: January 26, 1994

Amended: June 24, 1996; January 23, 2006; January 28, 2008; January 23, 2012; August 22, 2016