



## **PUBLIC RISK INNOVATION, SOLUTIONS, AND MANAGEMENT**

### **TRAVEL POLICY**

**Public Risk Innovation, Solutions, and Management (PRISM) recognizes the obligation to reimburse members of the Board of Directors, or their alternates, and members of PRISM committees, for ordinary and necessary travel expenses incurred while conducting PRISM business. The Executive Committee of the Board of Directors of PRISM hereby adopts the following travel policy.**

PRISM will reimburse members of the Board of Directors, or their alternates, and members of PRISM Committees for ordinary and necessary travel expenses.

- A. Members of the Board of Directors shall be reimbursed for travel expenses incurred attending regularly scheduled and special meetings of the Board of Directors. PRISM will reimburse the alternate member of Board of Directors attending regularly scheduled and special meetings of the Board of Directors in place of a regular member. PRISM recognizes the value of keeping additional individuals apprised of issues affecting PRISM. PRISM will reimburse travel expenses of a second County representative attending a PRISM Board of Directors meeting provided that the first County representative attending the meeting is a voting member or alternate member of the Board of Directors.
- B. PRISM will reimburse Committee members for travel expenses incurred attending regular or special committee meetings. Committee chairpersons are responsible for reporting committee activities to the Board of Directors and will be reimbursed for travel expenses for attending regular board meetings if the chairperson is not a voting member of the Board of Directors as covered by paragraph A above.
- C. PRISM recognizes the business value of PRISM Members attending all PRISM meetings and activities. PRISM will reimburse members for ordinary and necessary travel expenses to attend all PRISM functions in which the member is registered and attends.
- D. Travel expenses for purposes other than attendance at regular or special meetings of the Board or the appropriate committee shall be specifically approved in PRISM's budget or by the Chief Executive Officer.
- E. PRISM will reimburse travel expenses based on the most economical and cost effective mode of transportation.
- F. The following **Travel Policy Guidelines** are attached to assist members to implement this policy. Exceptions to this policy or the implementing guidelines must be approved in advance by the Chief Executive Officer.

## PUBLIC RISK INNOVATION, SOLUTIONS, AND MANAGEMENT

### TRAVEL POLICY GUIDELINES

- I. **Automobile Expenses:** PRISM will pay a mileage allowance equivalent to the amount authorized by the Internal Revenue Service for employee use of private automobiles.
  - A. PRISM will reimburse for mileage from the point of departure to the point of return. The mileage reimbursement shall be based on the most direct or commonly traveled route.
  - B. A Board or committee member may choose to rent an automobile instead of using a personal vehicle. Reimbursement for rental cars used to travel between the member's county and the meeting shall not exceed the IRS mileage rate per mile times the mileage of the most direct or commonly traveled route.
  - C. Rental vehicles used for transportation between an airport or station and hotel or meeting site should be used only if it is the most economic transportation considering the availability and cost of shuttles and taxis. Reasonable efforts should be made to share rental vehicle expenses with other Board members when appropriate. The size of vehicle rented shall be appropriate to the length of trip and number of people being transported. PRISM does not reimburse for insurance coverage on rental vehicles. The member may choose to purchase the optional liability and/or physical damage insurances offered by the rental company at their own expense. In addition, upgrades and upgraded features (such as satellite radio) will not be reimbursed.
  - D. A Board or committee member may choose to use a government vehicle. PRISM will reimburse the government at the IRS mileage rate.
- II. **Transportation Fares:** PRISM will reimburse Board or committee members for the cost of transportation fares for travel by air, rail or bus or transportation network companies (TNCs). PRISM is available to make travel arrangements and members are encouraged to work with the Meeting & Event Planner.
  - A. Government rate should be requested when available. Absent a government rate, the lowest available rate should be used. The cost of "Early Bird" check-in on Southwest Airlines is an acceptable and reasonable expense. A proof of payment or airline, train or bus ticket receipt is required to be attached to the travel claim.
  - B. Air transportation should be used when it is the most economic mode of transportation. Exceptions to this rule must be approved in advance by the Chief Executive Officer.
  - C. Frequent flyer miles, or friends fly free benefits may be retained by the Board or committee member.

- III. Lodging:** PRISM will reimburse Board or committee members for out of town lodging expenses. A proof of payment or hotel receipt shall be attached to the travel expenses claim. Generally the meeting planner will book necessary lodging for meetings.
- A. Government, corporate, or conference rates should be requested when available. If a government, corporate or conference rate is not available, PRISM will reimburse the single occupant rate. Transient or occupancy tax exemption should be requested when available to government employees.
  - B. Board or committee members may request Staff to make hotel reservations for their travel. PRISM is required to guarantee payment for reservations made on behalf of its members. In the event that a Board or committee member cannot honor a reservation, the member is responsible for canceling the reservation in a timely manner to avoid a hotel charge. In the event the reservation is not canceled, and PRISM is billed for the lodging, the member will be charged. If alternate lodging is purchased, PRISM will reimburse the member for the lesser of the two rooms purchased.
  - C. Hotel dividend points or benefits offered by hotels may be retained by Board or committee member. Hotel dividend points or benefits obtained by the group purchase of hotel rooms and services shall be retained and used by PRISM.
- IV. Meals:** PRISM will reimburse Board or committee members for out of town meal expenses.
- A. The maximum daily reimbursement for meals shall equal the standard meal allowance set by the Internal Revenue Service for the majority of California locations. This allowance includes tips to meal servers.
  - B. When lunches or other meals are included with conference or meeting registrations and the member is registered for these meals, an alternate meal expense will not be reimbursed.
  - C. Board or committee members may request staff to make meal reservations during PRISM meetings. PRISM is required to guarantee meal counts made on behalf of its members forty-eight hours in advance. In the event that a Board or committee member cannot honor his or her reservation, the member is responsible for notifying PRISM's meeting planner at least seventy-two hours in advance of the meal. In the event the reservation is not canceled, alternate meals will not be reimbursed.
  - D. PRISM will reimburse members for partial day meal expenses. The total reimbursement for partial days will be limited to 75% of the daily total meal allowance.. This applies when traveling for less than a 24 hour period or when paragraphs IV B and C apply.
- V. Parking and Tolls:** PRISM will reimburse Board or Committee members for parking expenses or toll fees incurred while on PRISM business.
- VI. Incidental Expenses:** PRISM will reimburse members for the following incidental expenses incurred while on PRISM business.

- A. Telephone: The cost of business calls while on your trip including business communication by fax machine or cell phones. A short personal call may also be reimbursed per day. In room internet charges will be reimbursed if not included in the negotiated room rate.
- B. Baggage and shipping: The cost of sending baggage or meeting material between your regular work and the meeting locations.
- C. Tips: Tips you pay for any expense described in these guidelines. Tips to meal servers are included in the standard meal allowance.

**VII. Travel expenses claims:** A travel expense claim form shall be submitted on forms or other media provided by PRISM. Receipts shall accompany the travel expenses claim for transportation fares, rental cars, lodging and any other expense exceeding \$25. PRISM retains the right to audit any reimbursement claim. The claim must include the following, unless otherwise directed:

- Claimants name and address.
- Date and purpose of the meeting.
- Location of the meeting.
- Itemized statement of expenses incurred.
- Receipts, as required.
- Total expenses incurred.
- Amounts payable to the Board or committee member or payable to the Member's County.
- Claimant's certification and signature.