



Staff Transportation and Travel Policy

I. Travel Outside the State

- A. When such travel is considered in the best interest of SJCERA, approval must be obtained in advance from the Board of Retirement.
- B. It is recognized that due to emergency circumstances, there may be a need for travel that arises precluding prior approval by the Board. In those situations, the Chief Executive Officer (CEO) will consult with the Board Chair to determine the appropriateness of the travel. If approval of the requested travel is granted, the CEO shall, upon receipt of written approval by the Board Chair, authorize travel on behalf of the Board.
- C. Trips to the Tahoe basin/Reno area are considered under the instate policies.

II. Travel Outside the County

- A. Except for emergency and one-day trips (see Sections I and III), all official travel outside the County of San Joaquin but within the State of California by staff shall have prior approval of the CEO.
- B. Request for official travel outside the County of San Joaquin shall, except in emergencies, be submitted at least two weeks in advance of such trip.
- C. Emergency trips will be reported to the CEO as soon as possible.

III. One-Day Trips

- A. One-day trips (inside or outside of county) shall not require a Travel Request form where the following provisions apply:
 - 1. The travel is required by SJCERA in the performance of its normal functions and is in the course of the staff member's regularly assigned duties.
 - 2. Maximum duration of the trip is one day.
 - 3. Transportation by private vehicle.
 - 4. Total expenses other than mileage do not exceed \$200.
 - 5. There is no lodging expense.
- B. SJCERA will be required to keep adequate records of any of the above trips authorized so that the necessity of the trip can be audited.

IV. Chief Executive Officer's Responsibility

- A. The CEO is charged with the responsibility to approve or disapprove staff requests for authorized travel on official SJCERA business.

- B. Requests requiring approval of the Board of Retirement shall be submitted to the Board.

V. Authorized Travel at SJCERA Expense

- A. Except for one-day trips (see Section III), staff claims for expenses incurred while traveling on behalf of SJCERA must be supported by a SJCERA Travel Request Form, which has been approved by the CEO or designee.
- B. No travel or travel reimbursement for staff shall be authorized unless such travel is determined in the best interests of SJCERA.
- C. Travel by private car may be authorized by the CEO when determined to be to the best advantage of SJCERA.

VI. Submission of SJCERA Travel Request Form

- A. The SJCERA Travel Request Form shall be used for all out-of-state and out-of-county travel, except as authorized under Sections I and III.
- B. Requests for Advance may be made for up to 75 percent of the total expected expenses for meals, shuttles or taxis, and lodging pursuant to guidelines herein. The minimum request for a travel advance is \$50 and maximum is \$2,000 per traveler. Approved travel advances shall be made by check payable to the traveler.
- C. The CEO or designee is authorized to sign all SJCERA travel requests.

VII. Travel Arrangements and Policies

- A. When a staff member has an approved travel request, he/she should work with the CEO's administrative support staff when making the necessary travel arrangements to ensure compliance with the provisions herein.
- B. Staff is expected to take advantage of the lowest fare when the conditions of such travel are practical.
- C. Staff is urged to take advantage of special rates available for car rentals and corporate and/or government rates for hotels and other incidental travel requirements.
- D. Staff who are renting cars should purchase the optional liability and collision, or similar insurance offered by the rental agency, the costs of which will be reimbursed by SJCERA.
- E. Airfare, lodging, and registration fees are normally the only expenses paid directly by SJCERA on behalf of the traveler. Staff should expect to cover expenses for other items, which will be reimbursed by SJCERA in accordance with this policy after completion of travel.

VIII. Reimbursement for Authorized Travel Expenses

- A. Claims for reimbursement of travel expenses shall be signed by CEO or designee and shall be submitted to the Auditor-Controller for payment.
- B. Each staff member traveling on behalf of SJCERA shall maintain and submit such records and receipts that are required to substantiate the request for reimbursement.
- C. When submitting a claim for reimbursement of travel expenses, the staff member shall include receipts or vouchers as follows:
 1. Transportation
 - a. Public Transportation - Actual cost is reimbursable.
 - b. Use of Private Vehicles - Shall be reimbursed at the standard rate adopted by the Internal Revenue Service at the time the expenses were incurred. Mileage payments for the use of private vehicles will be limited to an air travel equivalent, unless otherwise authorized by the CEO. Mileage reimbursements will be from the employee's workplace to the event and back regardless if the employee actually departed from his/her home when embarking on the trip.
 2. Registration fees
 3. Lodging (for out-of-county, multi-day travel)
 - a. Actual cost, at the Government rate (or event rate, if less).
 - b. If a discounted rate is not available, actual cost not to exceed the amount approved by the CEO on the Travel Request form.
 - c. When an expense for a second guest is included in the official receipt, the rate to be claimed by the staff member shall be the rate charged for single occupancy. In the absence of the verification of the single occupancy rate, one-half of the rate charged according to the official receipts shall be charged.
 4. Meals
 - a. For each day of out-of-county travel, actual and reasonable meal expenses, including gratuities up to 20 percent, will be paid or reimbursed when traveling on official SJCERA business, not to exceed a maximum of \$65 per person. Original receipts will be required to document meal expenses under this provision.
 - b. Any request for reimbursement of actual and reasonable expenses in excess of \$65 per person per day of travel may be authorized by the CEO. No allowance will be paid or reimbursed for meals that are included as part of an organization's scheduled program.

c. Expenses for alcoholic beverages will not be paid or reimbursed by SJCERA.

5. Actual cost for other allowable expenses as authorized by the CEO.

6. Personal Expenses such as laundry, barbering, valet services, etc. shall not be allowed.

D. In the event that receipts are not available, a signed affidavit for the amount and the reason for no receipt shall be included.

IX. Auditor-Controller's Responsibilities

A. The Auditor-Controller shall be responsible for auditing and payment of all Travel Reimbursement Claims and shall determine whether the expenses on the Travel Request form conform to the guidelines herein.

B. Items in claims that are questionable charges shall be referred to the SJCERA staff for explanation. The CEO shall make the determination, in consultation with the Auditor-Controller, if a charge should be eliminated from a Travel Reimbursement Claim.

C. The amounts of any items so eliminated by the CEO shall be deducted from the total of the claim before the Auditor-Controller processes the payment.

X. Board of Retirement and Executive Staff

The rules governing travel for the Board of Retirement and Executive Staff of SJCERA are contained in the Trustee and Executive Staff Travel Policy.

XI. Policy Review

Staff shall review this Policy at least once every three years to ensure that it remains relevant, appropriate, and in compliance. Any revisions or amendments to this policy must be approved by the Board of Retirement in accordance with the bylaws.

XII. History

06/11/1993	Adopted
11/07/2008	Revised
06/29/2018	Reviewed, no content changes required; Staff corrected section cross-references and modified format.
04/12/2019	Policy Review section amended to at least once every three years
07/12/2019	Amended to eliminate redundancy, and references to volunteers.

Certification of Board Adoption:



Clerk of the Board

07/12/2019

Date