

CalMHSA Board of Directors Travel Policy

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Resolution No. 11-01

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**WHEREAS**, CalMHSA recognizes the obligation to reimburse members of the Board of Directors, or their alternates, in the event of financial hardship, for travel expenditures related to CalMHSA business as outlined in the travel policy below,

**NOW THEREFORE**, The Board of Directors hereby confirms that the Board of Directors Travel Policy is effective as of the date of this meeting, February 10, 2011.

**CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY**

**(CalMHSA)**

**Draft Board of Directors Travel Policy**

**CalMHSA recognizes the obligation to reimburse members of the Board of Directors, or their alternates, in the event of financial hardship, for the ordinary and necessary travel expenses incurred while conducting Authority business, to the extent financially possible. The Board of Directors of CalMHSA hereby adopts the following Board of Directors travel policy.**

The Authority will reimburse members of the Board of Directors, or their alternates, and members of Authority committees, for ordinary and necessary travel expenses, subject to budget limitations.

- A. Subject to demonstration of fiscal hardship and approval of the Executive Committee, members of CalMHSA shall apply for reimbursement for travel. Members' travel expenses include:
  - i. Expenses incurred to travel more than 100 miles one way to attend regularly scheduled and special meetings of the Board of Directors or Executive Committee Meetings of the Board of Directors, or committee meetings. The annual ( July to June) maximum reimbursement shall be \$600 per member. The Authority will reimburse the alternate member of Board of Directors attending regularly scheduled and special meetings of the Board of Directors or Executive Committee in place of a regular member. The Authority recognizes the value of keeping additional individuals apprised of issues affecting the Authority.
  - ii. Expenses incurred to travel any distance to a board of directors meeting in the event of an emergency, e.g., a quorum is needed and would not be met without his or her presence.
  - iii. Travel expenses for committee chairpersons responsible for reporting committee activities to the Board of Directors and the Executive Committee for attending regular board meetings or executive committee meetings if the chairperson is not a voting member of the Board of Directors as covered by

paragraph A.i. above.

- B. The Authority recognizes the business value of members attending conferences and CalMHSA enhancing business, and will reimburse travel expenses of members for such travel as follows:
- No more than three (3) representatives will be authorized per conference, unless approved by the Executive Director.
  - Conference attendance requests must be made at least two weeks in advance.
  - Conferences and conference attendance will be specifically approved in the Authority's conference budget or by the Executive Director within the overall CalMHSA budget.
- C. The Authority will reimburse travel expenses based on the most economical and cost effective mode of transportation.
- D. The following CalMHSA 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 President.
- E. Expense claims, including those for mileage, are to be submitted for reimbursement within thirty (30) days of accruing the expense on the CalMHSA travel claim form. Claims not submitted in a timely manner will be denied.

## CalMHSA

### Draft Board of Directors Travel Policy Guidelines

**I. Automobile Expenses:** CalMHSA will pay a mileage allowance equivalent to the amount authorized by the Internal Revenue Service for employee use of private automobiles.

- A. CalMHSA 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. Purchase of rental insurance is required.
- C. Rental autos 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 auto 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.
- D. A Board or committee member may choose to use a county vehicle. CalMHSA will reimburse the county at the county's vehicle usage rate, not to exceed the IRS mileage rate.

**II. Transportation Fares:** CalMHSA will reimburse Board or committee members for the cost of transportation fares for travel by air, rail or bus with the appropriate proof of expenditure.

- A. Government rate should be requested when available. Absent a government rate, the lowest available rate should be used. 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 President. The Executive Director is given flexibility for approval as it relates to carrying out the mission and vision of CalMHSA.
- C. Frequent flyer miles or friends fly free benefits may be retained by the Board or committee member.

**III. Lodging:** CalMHSA will reimburse Board or committee members for out of town lodging expenses, for conference attendance only. A proof of payment or hotel receipt shall be attached to the travel expenses claim.

- A. Government or conference rates shall be requested when available. If a government, corporate or conference rate is not available, CalMHSA will reimburse the single occupant rate. Lodging expenditures shall be covered up to the posted government rate at the time of request. Expenditures exceeding the government rate must have prior Executive Director approval and shall not exceed 125% of posted government rate. Transient or occupancy tax exemption should be requested when available to government employees.
- B. Board or committee members may request CalMHSA Staff to make hotel reservations for their travel. CalMHSA may be 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 CalMHSA is billed for the lodging, the member will be charged. If alternate lodging is purchased, CalMHSA 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 CalMHSA.

**IV. Meals:** CalMHSA will reimburse Board or committee members for out of town meal expenses, for conference attendance only with the appropriate proof of expenditure.

- 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, an alternate meal expense will not be reimbursed.
- C. Board or committee members may request staff to make meal reservations during Authority meetings. CalMHSA 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 canceling his or her reservation. In the event the reservation is not canceled, alternate meals will not be reimbursed.
- D. CalMHSA will reimburse members for partial day meal expenses in accordance to the following percentages of the standard meal allowance. This applies when traveling for less than a 24 hour period or when paragraphs IV B and C apply.

		Per Diem Meal Allowance*
Breakfast	Midnight to 10:00 a.m.	\$11
Lunch	10:00 a.m. to 4:00 p.m.	16
Dinner	4:00 p.m. to Midnight	<u>29</u>

**V. Parking and Tolls:** CalMHSA will reimburse Board or Committee members for parking expenses or toll fees incurred while on Authority business with appropriate proof of expenditure.

**VI. Incidental Expenses:** CalMHSA will reimburse members for the following incidental expenses incurred while on Authority business, for conference attendance only and with the appropriate proof of expenditure.

- A. Telephone: The cost of business calls while on your trip including business communication by fax machine or other communication devices. A short personal call may also be reimbursed per day.
- 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 provided by CalMHSA. Receipts shall accompany the travel expenses claim for transportation fares, rental cars, lodging and any other expense. CalMHSA retains the right to audit any claim requesting reimbursement. The claim must include the following:

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

Date Adopted: February 10, 2011

Date of Last Revision: N/A

Replaces Resolution No: N/A

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstains: \_\_\_\_\_ Absent: \_\_\_\_\_

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NAME

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TITLE

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DATE