

CalMHSA Staff Travel Policy

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Resolution No. 11-02

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**WHEREAS**, CalMHSA recognizes the obligation to reimburse staff members for travel expenditures related to CalMHSA business as outlined in the travel policy below,

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

**CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY**

**(CalMHSA)**

**Draft Staff Travel Policy**

**CalMHSA recognizes the obligation to reimburse CalMHSA Staff 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 Staff travel policy.**

The Authority will reimburse CalMHSA Staff for ordinary and necessary travel expenses, subject to budget limitations.

- A. The Authority recognizes the business value of Staff attending conferences and CalMHSA enhancing business. 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 three months 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.
- B. The Authority recognizes the obligation to reimburse Staff for travel expenses incurred for purposes other than attendance of regular or special meetings of the Board of Directors or the Executive Committee. These expenses shall be approved in the Authority's budget or by the CalMHSA President.
- 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 in the implementation of 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 Staff 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. Staff may choose to rent an automobile instead of using a personal vehicle. Reimbursement for rental cars used to travel between the CalMHSA office 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.

**II. Transportation Fares:** CalMHSA will reimburse Staff 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 Staff member.

**III. Lodging:** CalMHSA will reimburse Staff 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. Transient or occupancy tax exemption should be requested when available to government employees.
- B. Hotel dividend points or benefits offered by hotels may be retained by the Staff 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 Staff 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. CalMHSA will reimburse Staff 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>
Per Diem		\$56

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

**VI. Incidental Expenses:** CalMHSA will reimburse Staff for the following incidental expenses incurred while on Authority business, for conference attendance only 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.
- 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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