

**Please describe your request thoroughly in the following cards. You may upload supporting documents in the final prompt. Agenda Planning requests are due to the District Secretary no later than 5:00 PM on the Wednesday one week prior to the scheduled Board meeting in order for the form to be included in the agenda packet.**

**Approval Status**

Not Started

**Instructions**

Complete this form for any new or amended Agenda Planning (AP) Request. Each request requires the endorsement of at least three (3) Directors (including the requestor).

Directors are limited to a maximum of fifteen (15) AP requests per calendar year, with no more than two requests made per meeting. AP requests are non-transferrable to any other Director and any "unused" AP requests shall not be carried over to the next calendar year.

Requests for presentations by individuals or organizations outside of AC Transit are excluded from the AP request limit. Prior to making a request, Directors shall make their best effort to discuss the item with the General Manager, a member of his/her Executive Staff or appropriate Board Officer in advance of the Board meeting at which the request will be made.

**AP Request Forms are due to the District Secretary no later than 5:00 p.m. on the Wednesday one week prior to the scheduled Board meeting in order for the form to be included in the agenda packet.**

**Director's Name** Diane Shaw

**Is request new?** New

**Type of Staff Report** Action

**Was the report discussed with GM, Board Officer or Executive Team Member?** Yes

**When do you plan to make the request?** Wednesday, March 13, 2024

**When do you expect the report to be presented?** Wednesday, March 27, 2024

**Agenda item description**

Review travel and expense allotment for board members.

**Purpose**

Board Policy 155 which identifies how much is allotted to each board member for travel and meeting expenses has not been updated since 2007. Costs have increased substantially since then. In addition, more and more travel is required as we meet with not only our legislators but our fellow transit board members and agencies. I'd like to have staff re-evaluate the current reimbursement amounts and update for current requirements.

**What will be accomplished/Desired outcome?**

Staff will review and come up with a proposal for increasing the board expense and travel budget to something that is relevant for today's environment.