

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 10/13/2021

Staff Report No. 21-411

TO: AC Transit Board of Directors
FROM: Linda A. Nemeroff, District Secretary
SUBJECT: Board Policy 155 Amendment

ACTION ITEM

RECOMMENDED ACTION(S):

Consider approving amendments to Board Policy 155 - Travel and Meeting Expense Reimbursements for Directors and Board Officers. [Requested by the Board - 7/28/21]

STRATEGIC IMPORTANCE:

There is no strategic importance associated with this report.

BUDGETARY/FISCAL IMPACT:

There is no budgetary or fiscal impact associated with this report.

BACKGROUND/RATIONALE:

Board Policy 155 was last amended in 2020. The proposed amendments to the policy include the following:

Section IV.A.1. - Travel Authorization and Approval. Out-of-State Travel

Only July 28, 2021, staff was directed by the Board to address timing issues that result when the Board approves travel to a state that is later subject to the State of California's travel ban, which AC Transit observes. This section was amended to clarify that any travel that is pre-approved by the Board prior to a state being added onto the banned list of states will be cancelled unless the Director or Board Officer is en route to the meeting or conference or already at the meeting or conference destination. It also restores any District travel funds not refunded or credited back to a Director's travel budget. The section was also amended to codify that travel authorizations do not need to be requested through the agenda planning process.

Section I.V.A.3. - Travel Arrangements

Language was added to encourage Directors to work with the District Secretary's Office to make all travel arrangements on their behalf.

Section I.V.A.4.f. - Limitations. Personal Business

This section was amended to underscore that under no circumstances shall the District be responsible for any travel, leisure activities, or entertainment associated with personal business either directly or indirectly while attending to District business.

Section I.V.B.2.d. - Transportation. Airfare

This section was amended to permit the purchase of refundable flights and the reimbursement of seat selection fees when required due to mobility restrictions.

Section I.V.B.4.c. - Travel/Trip Insurance

Language was added to permit reimbursement of reasonable travel/trip insurance not to exceed 10% of the insurable cost.

Section I.V.D.6. - Expense Reports

Adds language to codify the existing practice that requires a Director to submit an expense report for any non-refundable expenses associated with cancelling a trip.

ADVANTAGES/DISADVANTAGES:

The proposed amendments to Board Policy 155 codify existing processes, offer clarity with respect to pre-approved travel to destinations that are later added to the list of banned states, and help reduce the amount of loss the District will sustain in the event a meeting or conference is cancelled by allowing reimbursement for travel insurance. There are no disadvantages associated with the proposed amendments.

ALTERNATIVES ANALYSIS:

No alternatives were considered as the proposed amendments make necessary clarifications and eliminate ambiguity in the policy.

PRIOR RELEVANT BOARD ACTION/POLICIES:

Board Policy 155 was last amended in 2020.

ATTACHMENTS:

1. Board Policy 155 (Redlined)

Prepared by:

Linda A. Nemeroff, District Secretary

Approved/Reviewed by:

Linda A. Nemeroff, District Secretary

Jill A. Sprague, General Counsel

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