

South Bay Cities Council of Governments

October 27, 2005

TO: SBCCOG Board of Directors

FROM: Steering Committee

RE: Travel Policy

At the end of the last fiscal year, there were several requests by Board members and alternates to have the SBCCOG pay for their airfare to Sacramento or San Francisco for conferences and legislative lobbying. Each of the requests made were approved but there is no policy or direction approved by the Board to either guide those making the requests or the Steering Committee and Board in granting the approvals.

The approved 2005-2006 Budget includes \$1500 for travel. This amount was originally included for the Executive Director to attend the League of Cities Annual Conference and Legislative Conferences as well as to accompany Board members lobbying in Sacramento and San Francisco. Expenses have not exceeded \$500 in the past.

To help with establishing a policy, other COGs were contacted. In general, they do not have travel policies and do not pay for these types of trips. Some don't really lobby and when a trip is required, the member's city pays for it. Gateway COG, while not having a written policy, allows travel for Board members when approved by the Board President prior to the trip.

Reimbursements for lodging, travel and meal expense are paid only upon submittal of receipts or invoices from the member or their city. They are aggressive in seeking government travel rates.

The Steering Committee discussed this issue at several meetings and developed the following policy.

Travel is reimbursable by the SBCCOG under the following conditions:

- *All reimbursement for travel shall be on a case by case basis and approved by the Steering Committee. If the trip comes up between meetings, the Chair can authorize the expense and it will be reported at the next Steering Committee meeting.*
- *Only Board members or Alternates shall be eligible for reimbursement and only after they have used any travel funds that their city provides first.*
- *Travel shall be reimbursed if the purpose of the trip is to promote part of the SBCCOG work program and if the traveler is representing the SBCCOG. This would include conferences and seminars on specific topics with subject matter experts and/or advocacy and hearings but not general conferences of League of Cities, Contract Cities or Independent Cities Association.*
- *Only 2 board members or alternates will be reimbursed on any individual trip. Preference will be given to those that serve on SBCCOG committees or attend SBCCOG working group meetings.*
- *Reimbursement will be made for travel, food and lodging.*
- *A report on the trip will be required to be submitted along with the reimbursement request. It should include the purpose of the trip, whether it met expectations and whether there are any next steps for the SBCCOG.*
- *Travel for the SBCCOG staff is approved by the Steering Committee separate from this policy and on a case by case basis.*

RECOMMENDATION

Approve travel policy as stated above.