

WEST CONTRA COSTA HEALTHCARE DISTRICT

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	Effective Date: 08/01/04
Subject: Board Travel and Expense Policy	Revised Date: 9/2005,11/2005 11/2006, 5/2012
	Approved By: Board of Directors

Health and Safety Code Section 32103 provides that members of the Board of Directors shall be allowed their actual necessary traveling and incidental expenses incurred in the performance of official business of the District as approved by the Board.

The Board of Directors of the West Contra Costa Healthcare District desires to adopt the following guidelines for travel and incidental expense policies and guidelines intended to govern the use of District funds by members of the Board of Directors, where such funds are to be used for travel expenses or other activities.

Authorized Expenditures

Except as otherwise specified, all proposed travel or incidental expenditures by a member of the Board of Directors must be specifically recommended in advance by the Finance Committee of the Board of Directors and approved by the full Board of Directors. Exceptions are as follows:

Members of the Board of Directors may incur without specific prior Board approval, or be entitled to reimbursement for, traveling and actual necessary incidental expenses incurred in the performance of official business and in accordance with the guidelines hereinafter set forth, in an amount not to exceed \$100 per month for the Chair of the Board, and \$50 per month for the remaining Board members.

Guidelines for Authorized Expenditures

The use of District funds for travel expenses or incidental expenses incurred in the performance of official business must be in accordance with the following guidelines:

1. In order to be a valid expenditure or reimbursable expense under the authority of this policy, the expense must be actual, incurred in the performance of District business, and must be necessary insofar as there is a practical need for the expenditure in the ordinary course of District business. It is hereby recognized that from time to time, it is necessary in the ordinary course of District business for members of the Board of Directors to become involved in academic, civic, social and professional activities and organizations, in order to promote and enhance the relationship of the District within the community.
2. All reservations and arrangements for travel and accommodations on District business by members of the Board of Directors will be made through the Administration Office. Any changes to these accommodations will be at the full

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expense of the individual Board member.

3. Reimbursement for authorized travel expenses will only be made for actual expenses incurred during the course of travel activity directly related to District business, i.e. transportation, food, lodging, parking, bridge tolls, tips and other necessary expenses directly related to authorized travel. It is incumbent upon all individuals to be wise and prudent in the use of District funds and to use moderate or standard accommodations and economy services when engaged in District related travel.
4. Travel and incidental expenditures will be made by use of a personal credit card or travel advance. Within 30 days of the end of the month in which the expense is incurred, a voucher, which itemizes authorized expenditures, will be completed along with attached receipt evidencing the expenditure. The voucher with attached receipt is then submitted to the Executive Director for reimbursement of authorized expenditure less any cash advances. Any uncertain expenditure shall be reviewed by the Finance Committee for final resolution. Monthly Board payments will be held until travel reconciliation is complete.

Expenses to the District for Board of Directors' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the Executive Director and by:

- Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates;
 - Directors traveling together whenever feasible and economically beneficial;
 - Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.
5. If an individual is required to use his or her own vehicle for otherwise authorized traveling, the vehicle must be insured for such use, and reimbursement will be made at the prevailing IRS rate per mile upon submission to the District of a voucher itemizing the miles incurred and the purpose of the traveling.
 6. Failure to submit a voucher with attached receipts within 30 days of the end of the month in which the expense was incurred may result in non-reimbursement of expense and retention of the monthly stipend.
 7. The District shall not cover the cost, or otherwise reimburse expenses, incurred in relation to individuals who are not members of the Board of Directors (i.e. spouses).

Administrative and Board Review

The Executive Director of the West Contra Costa Healthcare District shall prepare and submit to the Board an annual report summarizing expenditures and reimbursement made for travel and incidental expenses governed by this policy.

This report shall separately summarize such expenses incurred by the Board of Directors for the given period, and be itemized according to the general purposes of the expenditures (i.e. transportation, accommodations and meals, educational programs, etc.). Vouchers and receipts submitted according to the requirements of this policy shall be collected and organized by the Executive Director and made easily accessible for review.

The Executive Director shall keep the Board of Directors informed of activities which may require participation by individual Board members and which will involve travel or incidental expenditures on behalf of Directors choosing to participate.

