

RANCHO SIMI RECREATION AND PARK DISTRICT  
INTEROFFICE MEMORANDUM

DATE: December 6, 2007

TO: General Manager

FROM: Business Supervisor

SUBJECT: Approval of Resolution Modifying District Policy Manual, Chapter 4  
Memberships and Conference Attendance: Section 4-200 Regarding  
Changes to Expense Reimbursements


**SUMMARY**

The District provides board members and staff reimbursement for related expenses when attending authorized conferences, seminars, meetings and workshops. Policy currently states that staff is to be paid a per diem to cover expenses such as meals, services and other related incidental charges. In an effort to be consistent with the reimbursement procedure as outlined in Policy Manual chapter 7-400 for the board of directors, it is recommended that the per diem procedure be eliminated and adopt the Board expense reimbursement procedure which complies with current law for staff.

The proposed changes have been reviewed and approved by the district's Policy Committee. Attached to this report is the proposed resolution and recommended revisions to District Policy Manual Section 4-200, indicated in bold and strikeout format.

**BOARD ACTION REQUESTED**

Staff recommends approval of the attached Resolution Modifying District Policy Manual Chapter 4 – Memberships and Conference Attendance, Section 4-200 regarding change to the expense payment procedure, and authorization for the General Manager to proceed with implementation of this update to the District's Policy Manual.

  
Theresa Pennington  
Business Supervisor

CONFERENCE, SEMINAR, MEETING AND WORKSHOP ATTENDANCE

**Purpose** **200**

This policy establishes guidelines for the attendance by the board of directors and staff at various conferences, seminars, meetings and workshops, and the payment of actual and necessary expenses. Attendance at conferences, seminars, meetings and workshops can benefit the district, the board of directors, and its staff through educational and job training opportunities and through the exchange of philosophies and practices among professionals in the park and recreation field.

**Authorization for Attendance** **201**

For reasons outlined above, the board of directors and staff attendance at conferences, seminars, meetings and workshops may be anticipated as follows:

| <u>Type of Conference, Seminar<br/>Meeting or Workshop</u> | <u>Authorized Attendance</u>  |
|--|---|
| National conference<br>(out-of-state)                      | <b>Members of the Board of Directors,<br/>General Manager or staff<br/>authorized by board of directors</b> |
| State conferences<br>(California)                          | <b>Members of the Board of Directors,<br/>General Manager or staff<br/>authorized by board of directors</b> |
| Local conferences<br>(L.A./Ventura)                        | <b>Members of the Board of Directors,<br/>General Manager or staff<br/>authorized by board of directors</b> |

“Authorized attendance” should not necessarily imply any commitment to staff that attendance will be permitted. Attendance will depend on availability of funds, merits of conference, seminars, meetings and workshops to the individual and the district, and the ability of the individual to be absent from the district and assigned responsibilities. Attendance will be granted so as not to hamper the conduct of district business.

**Expense Payment** **202**

The district will pay for all business related expenses incurred by the board of directors and staff

Date Adopted: ~~December 20, 2001~~ **December 6, 2007**(revised) Type of Policy: Board of Directors

CONFERENCE, SEMINAR, MEETING AND WORKSHOP ATTENDANCE  
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attendance and participation at authorized conferences, seminars, meetings and workshops.

**Advance Payment** **203**

The district will pay certain costs in advance for the board of directors and staff attending authorized conferences, seminars, meetings and workshops. Advance payment will cover expenses such as registration fees, lodging and related transportation costs.

**Transportation** **204**

The district will pay for the most economical mode of transportation (i.e. air, private car or district vehicle – dependant upon availability of a district vehicle).

- A. Mileage Reimbursement to and from Airport: When the traveler's personal vehicle is used from home to the airport, the traveler will receive a fee of \$20 round trip to Burbank Airport and \$27 round trip to Los Angeles International Airport.
- B. Personal Use of Vehicle: In cases where air travel would be the normal means of transportation on district business, the traveler may drive a personal vehicle with approval of the General Manager and receive reimbursement at the established per mile rate. In no case will the cost of mileage exceed the cost of coach air travel.

EXAMPLE: Los Angeles to San Francisco (Round Trip)

Air Fare:       \*\$180           Mileage:       806 miles x \$.30 = \$241.80

In the above example, if an employee elects to drive instead of fly to San Francisco, the employee would receive \$180.

\*Purchase in advance/discount rate.

**Per Diem Payment** **205**

The board of directors and staff attending authorized conferences, seminars, meetings and workshops that require an overnight stay will be advanced per diem payment of \$55 for each day and each

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partial day relating to such attendance:

A. ~~Per Diem: Per diem will cover expenses such as meals, services, charges and other related incidental expenses. Optional banquets or other meals or other activities requiring registration or payment of a special fee must be paid out of per diem by the traveler.~~

~~Per diem does not cover any personal transportation expenses.~~

~~Per diem payment will be advanced to the board of directors and staff only after a per diem payment report has been completed and approved by the business office.~~

Reimbursement

205

Costs incurred while attending authorized conferences, seminars, meetings and workshops will be reimbursed to each **member** of the board of directors or staff upon **presentation of receipts and completion and approval of individual travel requests and expense reports.** Reimbursed payment will cover expenses such as business related intracity transportation, parking fees, unanticipated registration fees, and official business phone calls.

**The reasonable reimbursement rates for travel, lodging, and other actual, necessary, and incidental expenses shall be the actual expenses incurred, as supported by receipts, unless otherwise addressed in this policy.**

**If lodging is used in connection with a conference or organized educational activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of the board of directors or staff at the time of booking. If the group rate is not available, the traveler shall use comparable lodging.**

**Reimbursement for parking fees will be the actual cost of parking, per a receipt. Meals shall be reimbursed pursuant to receipts submitted for such expenditures up to a maximum of \$55.00 per day.**

CONFERENCE, SEMINAR, MEETING AND WORKSHOP ATTENDANCE  
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**Additionally, expenses should be kept to a minimum by utilizing the following guidelines:**

**Requesting reservations sufficiently in advance, when possible, to obtain discounted transportation and lodging rates.**

**Using government or group rates for lodging services, when available.**

**Using economy class transportation and government or group rates, when available.**

**Advance Registrations 206**

In an effort to minimize costs, reservations for the conference or activity, hotels, and airline flights are made in advance, when possible, in order to take advantage of special discounts. Once the reservation has been made and paid for, any costs incurred for cancellation or schedule changes will be borne by the traveler. Exemptions to this provision (death in family or serious illness) must be approved by the board of directors.

**Late Notice of Attendance 207**

When deadlines are stated for advance conference registration, hotel reservations or transportation, and the traveler does not request attendance or registration in time to meet the deadlines, any increases in costs beyond the deadline date will be borne by the traveler.

**Travel Request and Expense Reports 208**

Travel requests and expense reports for all conferences, seminars, meetings and workshops will be completed in all respects and **returned submitted** to the **business accounting office within 2 weeks no later than 30 days** after the conclusion of each conference, seminar, meeting or workshop. ~~Failure to do so will delay issuance of advance payment and per diem payments for future conferences, seminars, meetings and workshops.~~

CONFERENCE, SEMINAR, MEETING AND WORKSHOP ATTENDANCE  
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**Approved Time Off** **209**

The General Manager may authorize time off for employees who wish to attend conferences, seminars, meetings and workshops at their own expense.

**Evaluation** **210**

Attendees should be prepared to report on their evaluation of the conference attended.

**Mileage Reimbursement for Use of Personal Vehicles for District Business** **211**

With the exception of emergencies, all use of personal vehicles for district business, when mileage reimbursement is to be received, must receive prior approval **from the General Manager**. All reimbursable mileage must be reported on the district's Mileage Record Card or Form G-112, "Travel Request and Expense Report."

Employees who drive their personal vehicles for district business will receive reimbursement at a rate equivalent to the rate allowed by the Internal Revenue Service for business use for the current year.

**RANCHO SIMI RECREATION AND PARK DISTRICT**

RESOLUTION NO. \_\_\_\_\_

**APPROVAL OF RESOLUTION MODIFYING DISTRICT POLICY MANUAL,  
CHAPTER 4 MEMBERSHIP AND CONFERENCE ATTENDANCE: SECTION 4-200  
REGARDING THE UPDATE OF EXPENSE PAYMENT PROCEDURES**

WHEREAS, the Policy Manual of the Rancho Simi Recreation and Park District has been established by the Board of Directors by Resolution Action; and

WHEREAS, the District's Policy Manual is reviewed regularly and updated to reflect changes or clarifications in District policy; and

WHEREAS, staff has reviewed Policy Manual Chapter 4, Membership and Conference Attendance, Section 4-200 and has determined that it is appropriate to implement the same expense reimbursement procedure for staff; and

WHEREAS, this change is clearly marked in bold and strikeout format on the attachment hereto; and

WHEREAS, staff has met with the Policy Committee and reviewed these changes,

NOW, THEREFORE, BE IT RESOLVED that the District's Policy Manual at Chapter 4 – Membership and Conference Attendance, Section 4-200, is hereby amended as indicated in bold and strikeout format on the attachment hereto, and the General Manager is authorized to proceed with the implementation of this update to the District's Policy Manual.

The foregoing Resolution was approved by the Board of Directors of the Rancho Simi Recreation and Park District at a regular meeting held on December 6, 2007 at 1692 Sycamore Drive, Simi Valley, California, on a motion by Director

Ayes:

Noes:

Absent:

\_\_\_\_\_  
Chairman of the Board of Directors  
Rancho Simi Recreation and Park District