

**SAN MATEO COUNTY EMPLOYEES' RETIREMENT ASSOCIATION**

**POLICY FOR REIMBURSEMENT OF TRAVEL AND OTHER  
OFFICIAL EXPENSES FOR TRUSTEES AND STAFF**

**SECTION 1. TRAVEL RELATED EXPENSES.**

Whenever any Trustee of the Board of Retirement (“Trustee”) or any SamCERA employee in the service of SamCERA is required to travel, such person shall be allowed, in addition to any salary or compensation, certain actual and necessary travel expenses, as set forth below. Occurrences that would require a Trustee or a SamCERA employee to travel include, but are not limited to, official business of the retirement association at conferences, education, due diligence, appearances before local, state, and federal administrative agencies, legislative bodies, and judicial proceedings or when otherwise serving in their official capacity or representing SamCERA. Claims for reimbursement shall be made in accordance with Section 3 “Claims for Expenses.”

**(a) Transportation.** Actual cost incurred for transportation by any carrier services shall be reimbursed. Reimbursement for travel by any privately owned automobile shall be in accordance with the provisions of paragraph (c), below, except that it shall not be more than the cost of common carrier services where the one-way distance required to be traveled is 200 miles or more, and in such event the reimbursement for such travel shall not exceed the cost of air travel regardless of the mode of transportation used. The cost of air travel shall be based on coach fares, unless air coach service is not available, or unless otherwise authorized by the Chief Executive Officer. Government and group rates offered by a provider of transportation services shall be used when available.

**(b) Meals, Lodging, and Incidentals.** For official business travel with an overnight stay, there shall be direct payment by SamCERA or reimbursement for the actual costs that are incurred only outside the local commuting area for meals, lodging, and incidentals, including baggage transfer, tips, and other actual and necessary incidental expenses. Direct payment for meals, either without an overnight stay and/or within the local commuting area, and lodging within the local commuting area shall be made if such costs are included in the set conference or tuition fee. Exceptions based upon unique circumstances can be made for reimbursement for meals, either without an overnight stay and/or within the local commuting area, lodging and incidentals incurred within the local commuting area, if authorized by the Board Chair for Trustees and for the Chief Executive Officer, the Board Vice Chair for the Board Chair, and the Chief Executive Officer for employees. The local commuting area is defined as within the five counties of Alameda, Contra Costa, San Francisco, San Mateo, and Santa Clara. The maximum reimbursement for the actual cost of meals will be limited to the applicable Continental United States (CONUS) or Outside the Continental United States (OCONUS) current rate except that for those areas that do not have a standard rate and have a separate CONUS or OCONUS rate, the maximum reimbursement rate shall be limited to double the amount of the CONUS or OCONUS

current rate for those areas. Government and group rates offered by a provider of lodging services shall be used when available. If such rate is not available, the maximum reimbursement rate shall be limited to double the amount of the CONUS or OCONUS current rate for that location. If the lodging is in connection with a conference or organized educational activity, lodging reimbursement for 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 at the time of booking. If such rate is not available, the maximum reimbursement rate shall be limited to double the amount of the applicable CONUS or OCONUS rate or the group rate, whichever is higher. If it is necessary to secure lodging in excess of double the CONUS or OCONUS rates, that expenditure must be approved in advance by the Board Chair for Trustees and for the Chief Executive Officer, the Board Vice Chair for the Board Chair, and the Chief Executive Officer for employees.

**(c) Privately Owned Automobile.** Actual costs of parking and mileage actually traveled shall be reimbursed. Mileage shall be reimbursed at a rate determined by the County Manager for San Mateo County, provided that such amount is at least that amount established by the Internal Revenue Service as the allowable business deduction rate for such travel. Any Trustee or alternate who is using a vehicle belonging to his or her SamCERA employer shall not receive mileage reimbursement under this section. Any Trustee or alternate who is receiving a travel allowance from his or her SamCERA employer shall not receive mileage reimbursement under this section for travel that is within the geographic area covered by the travel allowance.

**(d) Other Transportation.** Travel expenses may be paid directly by SamCERA to the supplier of the transportation where the mode of transportation is other than by a privately owned motor vehicle. In other instances, travel shall be claimed by the individual employee.

**(e) Automobile Insurance.** No Trustee or employee shall engage in any travel in connection with the performance of official business of SamCERA in a privately owned conveyance, either their own, or that belonging to another, unless the same is insured in such manner as to comply with County of San Mateo Administrative Memorandum.

**(f) Course or Meeting Registration Fees.** Required registration fees for educational courses, conferences, or other meetings may be paid directly to the organization or association conducting such course, conference, or other meeting and the officer or employee shall not be required to advance the funds therefore.

**(g) Non-Reimbursable Travel Expenses.** Not all travel expenses incurred are reimbursable. Examples of such non-reimbursable expenses include, but are not limited to: Trustee educational or conference expenses which were not approved by the Board in accordance with the Education Policy, non SamCERA related expenses, transportation, lodging, and meal expenses which exceed or are outside of the limits set forth in this policy, alcoholic beverages, personal entertainment, additional costs for additional person(s) who are not either SamCERA Trustees or employees, extra baggage charges for personal items, traffic citations and parking tickets.

## **SECTION 2. MEETINGS OF THE BOARD AND BOARD COMMITTEES.**

(a) **Stipend for Meetings.** Pursuant to the resolution adopted by the Board of Supervisors and in accordance with Government Code section 31521, Trustees in the fourth, fifth, sixth, eighth (and alternate) and ninth seats shall receive compensation for attendance at a rate of \$100 a meeting of the Board or for a meeting of a committee authorized by the Board, up to 3 meetings a month.

(b) **Mileage Reimbursement.** All members of the Board shall receive mileage reimbursement for personal attendance at any meeting of the Board or for a meeting of a committee authorized by the Board for up to three meetings a month. Mileage for Trustees in the fourth, fifth sixth, eighth (and eighth alternate) and ninth seats shall be calculated to and from the Trustee's place of residence. For the Trustees in the first, second, third, and seventh (and seventh alternate) seats, the mileage shall be calculated to and from the Trustee's SamCERA employer worksite. Any Trustee or alternate who is using a vehicle belonging to or is receiving a travel allowance from his or her SamCERA employer shall not receive mileage reimbursement under this section.

## **SECTION 3. OTHER OFFICIAL DUTY RELATED EXPENSES.**

(a) **Expenses Incurred by Trustees:** Trustees are entitled to reimbursement of the actual cost of expenses, including meals, that are necessary, appropriate, and reasonably incurred in the performance of official duties within or outside of the local commuting area, unless otherwise specified by this policy.

(b) **Expenses Incurred by Staff:** All staff expenditures must be pre-approved by the supervising manager or the Chief Executive Officer. The supervising manager will ensure that the proper procedures are being followed, funds are available, expenses are reasonable and appropriate, and the cost is not excessive. Employees are encouraged to use the corporate credit card for necessary online purchases. Employees must submit original detailed receipts and should note the purpose or recipient of the expense items on the Claim Form as applicable.

(c) **Staff Expenses under \$50.** Employees may request immediate reimbursement of approved expenditures under \$50 from the Petty Cash Fund upon submission of a completed and approved Petty Cash Voucher accompanied by the original itemized invoice. Reimbursement of petty cash expenditures would include, but is not limited to: refreshments for meetings, kitchen supplies, postage stamps, and certified mailings. The Petty Cash Custodian will obtain approval from the Chief Executive Officer prior to reimbursing the employee.

(d) **Tuition Reimbursement for Continuing Education:** Permanent SamCERA employees are eligible to participate in the County's Tuition Reimbursement Program to enhance work performance and career mobility. College level courses may be taken at accredited educational institutions. Requests must be submitted and approved by the supervising manager at least two weeks before the beginning date of the course. The County Human Resources Department will have the final approval for this program.

#### **SECTION 4. CLAIMS FOR EXPENSES.**

**(a) Claim Form.** A claim for expenses shall be submitted within sixty (60) days after incurring the expense. Before any expenses are allowed or paid, the claimant shall file a claim in the manner provided by law for claims to be filed against SamCERA, duly certified as correct by the claimant and approved by SamCERA's Chief Executive Officer. The Board Chair will approve the Chief Executive Officer's claims. When submitting a joint receipt for multiple trustees and employees, the names of the other participants must be listed on the claim and receipt.

**(b) Itemized receipts:** The claimant shall attach to the claim all itemized receipts showing the moneys expended by the claimant. If a receipt includes non-SamCERA expenses, e.g. personal expenses, the claim shall reflect only the portion of the expense that pertains to SamCERA. Receipts are required for all expenditures \$25 and over. If a receipt is lost, the claimant must detail the expenditure to the best of their ability and attest to its accuracy by affixing their signature to the reimbursement expense.

**(b) Expenses Must Be Actually Incurred.** SamCERA Trustees or employees shall not submit a claim to SamCERA except for those expenses actually incurred in connection with the performance of official business of the retirement association.

**(c) Approval By the Board.** All reimbursable expenses for Trustees that do not fall within the above provisions may be approved by the Board of Retirement at a public meeting before the expense is incurred.

#### **SECTION 6. ADVANCE PAYMENTS FOR EXPENSES.**

Whenever it appears to be for the best interests of SamCERA that any Trustee, or employee of SamCERA travel outside of the County of San Mateo on official business and where prior authorization for such travel has been given by the Board of Retirement, and it appears that it is necessary that such trustee or employee be allowed a sum of money not in excess of two thousand five hundred dollars (\$2,500) for such travel expenses in advance, a claim for such advance showing the emergency requiring such advance shall be made out in the regular form and approved by the Chief Executive Officer and thereafter SamCERA shall draw their warrant in favor of such Trustee or employee. The trustee or employee receiving such advance shall file with SamCERA after their return from such trip an itemized account, together with proper vouchers of their expenses and shall pay to SamCERA any balance remaining unexpended for SamCERA business purposes. SamCERA shall attach such statement to the original claim for such advance and shall immediately make the proper adjustment of the account from which the advance was drawn.

#### **SECTION 7. REPORTING BY TRUSTEES OF THE BOARD OF RETIREMENT**

Trustees shall provide a brief report, either orally or in writing, on meetings attended at the expense of SamCERA at the next attended regular meeting of the Board.

Last Amended December 2015