

**BOARD POLICY**  
**MEETING AND TRAVEL EXPENSE REIMBURSEMENT**

The Consolidated Mosquito Abatement District is committed to wise and prudent use of its entrusted public funds, to conserve District resources and to keep expenses within community standards. The District is also committed to providing effective and responsive services to its constituents. Further, the District recognizes that, for the benefit and in the interests of the District, it is necessary for District staff and trustees to attend meetings and to travel in order to conduct District business. This policy sets forth guidelines for travel and meeting attendance on District business, and for the reimbursement of expenses.

MEETING AND TRAVEL EXPENSES

Trustee in lieu of allowance: Members of the Board of Trustees may receive their actual and necessary traveling and incidental expenses incurred while on official business. In lieu of paying for actual expenses and consistent with Health and Safety Code Section 2030, the Board of Trustees has provided for the allowance and payment to each trustee a sum of one hundred dollars (\$100) per month to attend regular or special meetings of the Board, or special meetings of standing committees of the Board.

Trustee meetings and travel: District trustees shall be allowed to attend meetings and to travel in the performance of their District duties, when authorized by the Board of Trustees, for

1. participation in local, state, national and international organizations whose activities are relevant to or affect the District;
2. attendance at educational seminars designed to improve skill and knowledge levels;
3. participation in discussion with local, state or federal officials on items of District concerns or relevance; and
4. participation in meetings with District staff or contractors on items of District business.

Formal approval by action of the Board of Trustees must be obtained prior to participation and attendance at annual meetings and conferences of organizations held within California and for all travel and meeting attendance held outside of California. The District shall pay the actual and necessary travel and incidental expenses incurred by trustees on authorized District business, according to this policy and consistent with Health and Safety Code Section 2051.

District Manager and staff: All meeting attendance and travel by District personnel must be approved by the District Manager or the Board of Trustees. Actual and necessary travel, meal, lodging and incidental expenses incurred by the District Manager and staff on District business shall be paid according to this policy.

## EXPENSE REIMBURSEMENT

All actual and necessary travel and incidental expenses shall be reimbursed upon submission of the District's expense reimbursement form and accompanying receipts. The expense reimbursement form should be submitted within 30 days of the qualifying travel or expense.

Meals and Incidental Expenses: Meals and incidental expenses (M&IE) shall be reimbursed at the actual cost, when accompanied by receipt, provided that the expense is reasonable. In lieu of actual expense reimbursement, a per diem for M&IE is allowed. The per diem rate will be based on those rates established by the United States (U.S.) Internal Revenue Service (IRS) in Publication 463, or successor; and, by reference, those rates established and posted by U.S. General Services Administration, U.S. Department of Defense or U.S. Department of State for M&IE. The rate for individual meals, or for discounting from the per diem any meals provided with meeting registration, will be based on the allocation of individual meal rates in making deductions from the M&IE allowance.

Lodging: If lodging is in connection with a conference or 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 at the time of booking. If the group rate is not available, comparable lodging will be used. Government and group rates for lodging will be used whenever possible.

Transportation: Government and group rates for transportation will be used when available.

Mileage: Mileage will be reimbursed at the IRS or GSA privately owned vehicle (POV) mileage reimbursement rates when a personal vehicle is authorized and utilized for travel while on District business.

Cash advance: A cash advance to cover the anticipated expenses for authorized travel may be provided by the District. Within thirty (30) days of travel an expense reimbursement form must be submitted and any unused cash advanced must be returned to the District.

## MEETING REPORTS

Trustees and staff who attended meetings at District expense will provide brief reports on those meetings at the next regular meeting of the Board of Trustees.

Adopted by CMAD Board of Trustees 01-16-2006  
Amended by CMAD Board of Trustees 01-19-2009  
Amended by CMAD Board of Trustees 02-21-2012  
Amended by CMAD Board of Trustees 08-20-2018

## PUBLIC RECORD

All documents related to reimbursable District expenditures are public records subject to disclosure under the California Public Records Act.

## VIOLATION OF THIS POLICY

Misuse of public resources or falsifying expense reports in violation of this policy may result in any or all of the following:

1. loss of reimbursement privileges,
2. restitution to the District,
3. civil penalties for misuse of public resources, and
4. prosecution for misuse of public resources.