

GOVERNING BOARD POLICY
Antelope Valley Air Quality Management District

Policy No: 02-04
Effective Date: January 15, 2002

Adopted: January 15, 2002
Amended: January 17, 2006

Last Review: February 17, 2015

SUBJECT: TRAVEL AND EXPENSE REIMBURSEMENT POLICY

POLICY:

It is the policy of the Governing Board of the Antelope Valley Air Quality Management District (District) to allow Members of the Governing Board, the Hearing Board, and staff of the District to incur necessary travel expenses for activities and functions involving District business and be reimbursed for such expenses by the District.

AMPLIFICATION OF POLICY:

A. General Provisions:

The purpose of this policy is to establish the requirements by which members of the Governing Board, Hearing Board and staff may incur necessary travel expenses on behalf of the District, submit claims, and be reimbursed for such expenses.

B. Travel Authorization:

1. Governing Board and Hearing Board Members:

- a. Travel within the State of California is authorized for each member of the Governing Board and the Hearing Board at the discretion of that member and upon the advice or concurrence of the Air Pollution Control Officer (APCO), provided that the total expenditures for the member does not exceed \$600.00 per year.
- b. Travel within the State of California in excess of \$600.00 per year for a member of the Governing Board or the Hearing Board may be approved by the Governing Board or upon recommendation of the APCO and concurrence of the Chairman of the Governing Board provided that the total expenditures under this subsection do not exceed a sum as may be appropriated in the District Budget for such travel.
- c. Travel outside the State of California by a member of the Governing Board or the Hearing Board must be approved by the Governing Board.

2. Air Pollution Control Officer
 - a. Travel outside the State of California by the APCO shall be approved by the Chairman of the Governing Board.
 3. District Staff
 - a. Travel by District staff shall be approved by the APCO.
- C. Travel Defined
1. Travel for the purpose of this policy is defined as travel on District business to or from any destination outside the County of Los Angeles and the Mojave Desert Air Basin.
- D. Reimbursements:
1. Requests for Reimbursement
 - a. Requests for reimbursements shall be submitted and processed in accordance with the applicable District's policies, procedural rules, and standard practices regarding expense reimbursement.
 - b. Expenses for lodging shall not be allowed without approval of the person designated above. Receipts are mandatory to obtain reimbursement for lodging.
 2. Reimbursement Rates
 - a. Reimbursement rates shall be as set forth in the applicable provisions of the Mojave Desert Air Quality Management District's (MDAQMD) Memorandum of Understanding with its duly recognized employees association and the MDAQMD's Exempt Compensation Plan
 - b. Reimbursement rates for Governing Board Members and Hearing Board Members shall be at the same rates specified in subparagraph a. above.
 3. Reimbursement Limits Established by Statute
 - a. The rate of reimbursement for expenses including stipend, travel, meal, lodging, and other necessary and actual expenses incurred in the performance of official duties of the District shall be as established from time to time by actions of the Governing Board.

- b. All reimbursement shall also be subject to the following as established by Assembly Bill 1234 (Ch. 700, Statutes of 2005) and hereafter amended.
- i. A Member is to use government and group rates offered by a provider of transportation or lodging services for travel and lodging when available. (Government Code Section 53232.2 (e))
 - ii. If lodging is in connection with a conference or educational activity, a Member's lodging cost is not to exceed the maximum group rate provided the group rate is available at the time of booking. If the group rate is not available, the Member shall use comparable lodging that is consistent with this policy. (Government Code Section 53232.2 (d))
 - iii. If a Member's expense does not fall within the adopted rates, the expense is to be approved by the governing body, in a public meeting, before the expense is incurred, except as provided in subparagraph (ii). (Government Code Section 53232.2 (f))
 - iv. A Member shall: Use the District expense report forms for reimbursement; Document that expenses meet the requirements of this policy; Submit receipts; and Provide brief reports on meetings attended at the next regular meeting. (Government Code Section 53232.3)

Signed:

_____/s/_____, Chairman
Antelope Valley Air Quality Management District

Approved as to Legal Form

_____/s/_____,
Fazle Rab Quadri
District Counsel