

## **Board Policy No. 7 Board Member Compensation and Travel Expense Reimbursement**

### Summary

This policy describes compensation and related requirements for members of the North County Transit District's (NCTD) Board of Directors (Board) and alternates, pursuant to Resolution No. 18-09, dated October 18, 2018.

### Board and Alternate Member Compensation

1. Meetings of the Board – Pursuant to California Public Utilities Code § 125107, members of the Board or their alternates shall be entitled to receive a stipend of \$150 for attendance at each meeting of the Board. Each member or alternate may receive a total amount in stipends not-to-exceed \$750 in any calendar month.
2. Meetings of Other Governmental Entities and Public Agencies – Pursuant to California Public Utilities Code §125107, each member or alternate who has been designated by the Board to represent NCTD at meetings of “other governmental entities and public agencies,” designated below, shall be entitled to receive a stipend as provided in Public Utilities Code § 125107; however, in no event shall any person be compensated by multiple agencies for the same meeting. Members attending two meetings in one day of the approved compensated meetings shall be paid for each meeting.
3. Governmental Entities and Public Agencies Designated for Board Member Compensation – Members or alternates who are appointed to represent NCTD shall be entitled to stipend and expenses for attending board and committee meetings of the following governmental entities and public agencies:
  - a. Meetings and committee meetings of the San Diego Association of Governments (SANDAG);
  - b. Meetings and committee meetings of the Los Angeles – San Diego – San Luis Obispo (LOSSAN) agency;
  - c. Joint Committee on Regional Transit (JCRT).

Any change in the compensation for members or in the method of deriving an amount of compensation to them requires an amendment to Public Utilities Code §125107.

### Passes

Members and alternates receive a pass to ride public transportation for the duration of their service on the Board.

### Travel Expense Reimbursement (General)

Whenever a member or alternate attends a meeting or conference on behalf of NCTD, they shall be reimbursed according to the rules set forth in this section.

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### Attendance at Meetings and Conferences

Members are encouraged to take advantage of transit-related development and educational opportunities. It is desirable and beneficial to NCTD, and to the public it represents, that members actively participate in state and national transit-related association activities. Members may attend meetings and conferences of organizations listed below and receive reimbursement for actual and necessary expenses for such attendance with the approval of the Board Chair. The Board Vice-Chair will approve the Board Chair's travel requests and expenses. With the Board Chair's or Vice-Chair's approval, as applicable, NCTD travel arrangements shall be made through the NCTD Clerk of the Board or designee.

- American Public Transportation Association (APTA)
- California Transportation Association (CTA)
- LOSSAN

In addition to the travel described above, reimbursement for expenses will be provided to any member who is active on any approved transit-related committee for expenses related to committee meetings attended by the Board member. This would include meetings such as those of the California Transportation Commission or legislative meetings at the state and federal legislatures.

In the event the Board seeks additional representation at LOSSAN, it may appoint a member of the public to attend the meetings and represent the Board in the capacity as Special Advisor. In that event, the designated member of the public shall be entitled to per diem for attending the meetings and travel expenses, as provided herein.

### Transportation

1. Board Meetings and Governmental Entities in Southern California – Each Board member and alternate shall be entitled to receive a reimbursement for mileage to and from meetings of the Board, committees of the Board, designated governmental entities, and public agencies while representing NCTD in an amount equal to the number of miles driven times the amount permitted to be deducted as a business expense by the United States Internal Revenue Service. If a member or an alternate receives mileage expense from another entity, including the city represented by the member or alternate, the member or alternate shall not be entitled to mileage reimbursement from NCTD.
2. Reimbursement for Travel beyond Southern California – If the distance to a function is five hundred (500) miles or less, train, air, or automobile travel may be used at the option of the traveler. If travel is by automobile, the member shall be entitled to receive a reimbursement for mileage to and from the occurrence, at an amount equal to the number of miles driven, times the amount permitted to be deducted as a business expense by the United States Internal Revenue Service.

If the distance to the occurrence is greater than five hundred (500) miles, air travel or train travel shall be used, unless rejected due to physical or other reason, approved by the Board Chair or Vice-Chair as applicable. If automobile travel is used, the transportation expense to be paid by NCTD will be limited to the total related costs for duration of travel and ground

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transportation at the destination that would have resulted had air or train travel been used, including, but not limited to, fare, transportation to and from airports or train stations, and parking.

3. Travel Procedures – The guidelines used to arrange the trip and other procedures for the traveler are listed below and should be considered by the traveler when making travel requests:
  - a. Air Travel: Air travel is to be coach class for the most direct route. When possible, travel will be arranged in order to take advantage of the minimum fourteen (14) day advance ticket pricing. NCTD will cover the cost if it is more cost-effective to include a Saturday stay, and travelers should consider this option, when practical.
  - b. Ground Transportation: Whenever possible, in using surface transportation to the airport and business-related trips at the trip location, the most practical and least expensive alternative should be utilized (such as airport bus or commuter train rather than a taxi).
  - c. Parking: NCTD will reimburse the lesser of the parking cost for a personal auto left at the airport or the cost of a shuttle to and from the airport.
  - d. Rental Car: Use of rental cars is discouraged and must be pre-approved by the Board's Chair or Vice-Chair as applicable. In the event a rental car is required, NCTD will only make arrangements for the least expensive compact-sized automobile and will pay for rental car insurance coverage or damage waivers.

### Lodging

Whenever required to spend the night away from home, Board members shall engage a room at a commercial hotel or motel. If accompanied on the trip by another person who is not on NCTD business, and the room is shared, NCTD shall be charged only for that portion of the room charge, which would have been made for single occupancy. A receipted bill stating occupants and length of stay shall be submitted with the claim for expense reimbursement. If more than one person occupies a room, the rate for single occupancy shall be noted on the receipted statement.

Lodging expense for attending a conference or organized educational activities shall not exceed the maximum group rate published by the conference or activity sponsor. If the group rate is not available, reimbursement shall be for comparable lodging, so long as it is consistent with NCTD travel policy. Board members shall use government and group rates offered by a provider of transportation and lodging services when available.

NCTD will make and pay for the hotel reservation. NCTD will cover costs for room and tax only. Travelers will need to provide for non-reimbursable incidental expenses at their own cost.

### Meals and Incidental Expenses

Expense allowance while attending authorized functions shall include all meals, tips, telephone expense, stenographic expense, and other disbursements on behalf of NCTD. No expense reimbursement shall be made for personal services or needs.

Meals, including tip, will be reimbursed according to the itemized meal receipts submitted with the expense report. These meals must be itemized separately and justified on the expense report.

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Alcohol consumed with a meal, including applicable taxes and tips related to the cost of alcohol, is not reimbursable.

### Registration

Board members requesting to attend a conference or training which requires registration fees, should do so in sufficient time for NCTD to take advantage of any discounts. Registration will be paid before the conference by an NCTD credit card.

### Travel Request and Expense Report

When a Board member is interested in attending a conference or other occurrence, he/she should complete a Travel Authorization and Reimbursement Form, which may be obtained from the Clerk of the Board or designee. The Board member should complete the form and return it to the Clerk of the Board or designee. Once the Board Chair or Vice-Chair, as applicable, has approved the request, travel arrangements will be made. The Travel Authorization and Reimbursement Form will be returned to the traveler with a complete trip itinerary. The traveler will use the Travel Expense Report, which may be obtained from the Clerk of the Board or designee, to record expenses.

Board members shall submit a completed Travel Expense Report with attached vouchers and/or itemized receipts of all expenses incurred by them while acting in the interest of NCTD. Each expenditure item shall include a detailed description of the function and the nature of NCTD business conducted. The statement shall also indicate the credits for expenses apportioned to personal needs, services, or expenses incurred for the convenience of others, and the net amount due or to be refunded to NCTD. After the expense report has been completed, it should be given to the Clerk of the Board or designee. If money is owed to NCTD, a check made payable to NCTD should be attached to the form. If money is owed to the Board member, this form will be used to request reimbursement from the NCTD Accounts Payable Department.

### Board Member Financial Responsibility


If a Board member must change travel plans and NCTD has incurred non-refundable expenses (e.g., registration fee, airfare, hotel deposit), the traveler shall be responsible for paying fifty (50) percent of costs incurred because of the change unless the change is for a valid medical reason or personal emergency as approved by the Board Chair.


### Stipends and Reimbursement Disclosure

A detailed quarterly report of all stipends paid to members of the Board, and travel expenses paid to both the Board and staff members, shall be made available for public inspection pursuant to the California Public Records Act by contacting the Clerk of the Board or designee.

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Approvals

  
Board Chair \_\_\_\_\_ Date 10/18/2018

  
Executive Director \_\_\_\_\_ Date 10/18/2018

  
General Counsel \_\_\_\_\_ Date 10/18/2018

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<b>DATE ISSUED</b>	<b>REVISION No.</b>	<b>RESOLUTION No.</b>	<b>COMMENTS</b>
10/18/2012	ADOPTED		
10/17/2013	1		2013 REVISION
10/16/2014	2		2014 REVISION
10/20/2016	3	16-10	2016 REVISION
10/18/2018	4	18-09	2018 REVISION