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| Policy Title | CPA Reimbursements for Board of Directors | | |
| Policy Number | CPA2018-05 | Effective Date: | 05/02/2018 |

I. PURPOSE

To establish the standard procedures relative to expenses incurred by members of the Clean Power Alliance (CPA) Board of Directors in the performance of their duties. In general, costs are associated with: A) attendance at Board and Committee meetings and at community events, and B) representing CPA at conferences, legislative and regulatory proceedings, and related meetings.

II. REIMBURSABLE EXPENSES

A. BOARD AND COMMITTEE MEETINGS AND COMMUNITY EVENTS

i. TRAVEL

The primary costs incurred related to participation in Board and Committee meetings and community events are associated with travel, mileage or transit expenses, and parking. Consistent with other government bodies, each of these costs will be reimbursed upon request and at cost. For mileage, CPA will reimburse these costs at the standard U.S. General Services Administration (GSA) rate, which is currently set at \$0.545 per mile and is adjusted annually. Receipts for parking are required for reimbursement, but not for the use of transit as receipts are generally not available for such travel.

B. CONFERENCES, LEGISLATIVE & REGULATORY PROCEEDINGS, AND RELATED MEETINGS

i. TRAVEL & REGISTRATION

From time to time, Directors may travel outside of Southern California to represent the Clean Power Alliance at a conference, at a legislative or regulatory proceeding, or at a meeting (e.g., at the California Community Choice Association, etc.). All such travel must first be approved by the Chair of the Board in consultation with the Executive Director. The cost of travel to conferences, including conference registration costs, will be reimbursed if the Director is a speaker on behalf of CPA. However, if a Director is attending a conference simply as an attendee of the conference, such costs will not be reimbursed. In general, Directors are expected to keep such travel costs to a minimum by booking coach class airfare or train fare well

in advance and avoiding overnight stays whenever possible. Receipts for travel and registration are required for reimbursement.

ii. ACCOMMODATIONS, MEALS, & INCIDENTALS

Consistent with the majority of government agencies, per diem costs for accommodations, meals, and incidentals will be reimbursed at U.S. General Services Administration rates which are city specific, vary by travel season, and adjusted annually. Higher rates than those provided by GSA are permissible for accommodations when attending a conference and staying at the conference hotel. Further, the Chair may approve a higher reimbursement amounts on a case by case basis, as may be requested in advance. Receipts for accommodations and meals are required for reimbursement.

III. AUTHORIZATIONS FOR APPROVALS

A. BOARD AND COMMITTEE MEETINGS AND COMMUNITY EVENTS

Expenses incurred (e.g. travel and parking) by Directors due to standard attendance at Board and Committee Meetings and Community Events for the purposes of performing duties related to Clean Power Alliance do not require authorization.

B. CONFERENCES, LEGISLATIVE & REGULATORY PROCEEDINGS, AND RELATED MEETINGS

Expenses incurred (e.g. travel, accommodations, and incidentals) by Directors due to participation to represent Clean Power Alliance at a conference, at a legislative or regulatory proceeding, or at a meeting outside of Southern California (e.g., at the California Community Choice Association, etc.), must first be approved by the Chair of the Board in consultation with the Executive Director.

The Chair must also approve, on a case by case basis, reimbursement amounts higher than the U.S. General Services Administration amount described herein, which may be requested by Directors in advance.

IV. REIMBURSEMENT PROCEDURES

All claims for reimbursement shall be prepared on a CPA Expense Claim Form and shall be submitted no longer than 30 days after the event.

All claims for reimbursement shall include an itemization of expenses, provide a brief explanation of the purpose of the event and shall include original receipts or vouchers for all expenses incurred with the exception of advances. If a receipt cannot be obtained or has been lost, a written justification shall be made on the expense form and the reason given. In the absence of an explanation satisfactory to the applicable approving authority, the amount involved shall not be allowed.

All claims for reimbursement shall be submitted to CPA staff for approval.

VII. ATTACHMENTS:

1. Expense Claim Form

Clean Power Alliance of Southern California
 Board of Directors - Expense Reimbursement Claim Form
 Updated: May 2, 2018

| Name: | | | | | | | | | | |
|--|------------------------|--------|-----------------------|----------|--------------|----------------------|-----------------------|----------|--------|---------|
| Purpose of expenses claimed: Reimbursement of expenses and mileage associated with Clean Power Alliance | | | | | | | | | | |
| SCHEDULE A- MILEAGE ALLOWANCE | | | | | | | | | | |
| DATE | FROM | TO | FROM | TO | NO. OF MILES | AMOUNT 0.545/mile | CPA STAFF TO COMPLETE | | | PURPOSE |
| | | | | | | | DEPT. NO. | PROJ NO. | GL NO. | |
| | | | | | | \$ - | | | | |
| | | | | | | \$ - | | | | |
| | | | | | | \$ - | | | | |
| | | | | | | \$ - | | | | |
| | | | | | | \$ - | | | | |
| TOTAL AMOUNT - SCHEDULE A | | | | | | | | | | |
| SCHEDULE B - MISCELLANEOUS EXPENSES | | | | | | | | | | |
| DATE | EXPLANATION OF EXPENSE | AMOUNT | CPA STAFF TO COMPLETE | | | PURPOSE | | | | |
| | | | DEPT. NO. | PROJ NO. | GL NO. | | | | | |
| | | | | | | | | | | |
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| TOTAL AMOUNT - SCHEDULE B | | | | | | | | | | |

TOTAL AMOUNT CLAIMED

I certify that this claim is a true record of expenses incurred on official business for Clean Power Alliance

Signature: _____

Title: _____

Approved by (CPA): _____

Title: _____

Approved by (CPA): _____

Title: _____