

**Clean Energy Alliance
Administrative Policy**

SUBJECT: Travel and Reimbursement Policy			EFFECTIVE DATE: February 20, 2020
POLICY #: CEA-01	SUPERSEDES N/A	STAFF CONTACT	# OF PAGES: 3

1.0 Purpose

To establish a written policy to provide guidance to elected and appointed officials, employees, independent contractors and volunteers on the use and expenditure of Clean Energy Alliance (CEA) resources, as well as the standards against which those expenditures will be measured.

2.0 Organizations affected

Clean Energy Alliance
Committees
Consultants and Independent Contractors

3.0 References

California Government Code 53232.2
League of California Cities
Internal Revenue Service

4.0 Definitions

- 4.1 CEA Business Travel – Travel which requires elected and appointed officials, employees, independent contractors or volunteers to conduct specific items of CEA business away from their normal place of business.
- 4.2 CEA employee – Any person regularly employed by CEA, excluding elected or appointed officials, members of committees and volunteers.
- 4.3 Member of committee – any person appointed by the CEA Board to an established committee.
- 4.4 Volunteer – any person donating their time in support of CEA business.
- 4.5 Out-of-State Travel – includes all costs related to business travel outside the State of California.

- 4.6 In-State travel – all costs related to business travel within the State of California.
- 4.7 Miscellaneous Meals/Mileage – all miscellaneous costs not directly attributable to conferences or training.

5.0 Policy


- 5.1 CEA funds, equipment, supplies (including letterhead), titles and staff time must only be used for authorized CEA business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as the other requirements of this policy are met:
 - 5.1.1 Communicating with representatives of regional, state and national government on CEA adopted policy positions.
 - 5.1.2 Attending educational seminars designed to improve skill and information levels.
 - 5.1.3 Participating in regional, state and national organizations whose activities affect the CEA's interests.
 - 5.1.4 Recognizing service to the CEA
 - 5.1.5 Attending CEA events.
 - 5.1.6 International travel and expenses which exceed the approved budget require prior approval by the CEA Board.
- 5.2 Personal expenses that the CEA will not reimburse include, but are not limited to: personal portion of any trip; political or charitable contributions or events; family expenses; entertainment expenses, including theater, movies, sporting events or other cultural events; non-mileage personal automobile expenses; personal losses incurred while on authority business.
- 5.3 **Cost Control** – To conserve CEA resources and keep expenses within community standards for public officials, expenditures should adhere to the following guidelines: in the event that expenses are incurred which exceed these guidelines, the cost borne or reimbursed by the CEA will be limited to the costs that fall within the guidelines.
- 5.4 **Transportation** – The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route.
- 5.5 **Mileage** – Automobile mileage will be reimbursed at the Internal Revenue Service standard mileage rates. These rates are designated to compensate the driver for gasoline, insurance, maintenance and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable.

- 5.6 **Airfare** – Airfares that are equal or less than those available through the Enhanced Local Government Airfare Program offered through the League of California Cities, the California State Association of Counties and the State of California are presumed to be the most economical and reasonable for purposes of reimbursement under this policy.
- 5.7 **Car Rental** – Rental rates that are equal or less than those available through the State of California’s website shall be considered the most economical and reasonable for purposes of reimbursement under this policy. Itemized receipts must be submitted with vehicle rental claims, including receipts for fuel.
- 5.8 **Taxis/Shuttles/Ride Shares** - Taxis or shuttles fares may be reimbursed at actual cost, including a 20 percent gratuity per fare, with receipts.
- 5.9 **Lodging** – Lodging expenses will be reimbursed or paid for when travel on official CEA business reasonably requires an overnight stay. Travelers must request government rates, when available. Lodging rates that are equal to or less than government rates are presumed to be reasonable and hence reimbursable for purposes of this policy. In the event that government rates are not available at a given time or in a given area, reimbursement shall be provided at the rate established by the Internal Revenue Service (“IRS”) for the community in which the activity takes place unless there are no lodging facilities in reasonable proximity to the activity which offer that rate at the time of booking. In the event there are no such lodging facilities available at the IRS reimbursement rate, reimbursement shall be at the actual lodging rate as long as the activity has been approved by the CEA Board.
- 5.9.1 **Conference/Meetings** – If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. If the group rate is not available, see previous section.
- 5.10 **Meals** – Reimbursable meal expenses are reimbursable up to a maximum \$30 per meal and associated gratuities up to a maximum 20%. The CEA will not pay for alcohol/personal bar expenses.
- 5.11 **Telephone/Fax/Cellular/Internet** –Actual telephone, fax and short-term internet expenses incurred on CEA business are reimbursable when not covered under a pre-existing plan or service arrangement.
- 5.12 **Airport Parking** - Long-term parking must be used for travel exceeding 24-hours.

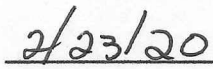
- 5.13 **Other** – Baggage handling fees of up to \$2 per bag and gratuities of up to 20 percent will be reimbursed. Expenses for which CEA officials receive reimbursement from another agency are not reimbursable.
- 5.14 **Credit Card Use** – CEA does not issue credit cards to individual office holders and does not have a CEA credit card.

6.0 Procedure

- 6.1 All expense reimbursement requests must be submitted on a Report of Actual Travel Expense report form provided by the CEA.
 - 6.1.1 Expense reports must document that the expense in question met the requirements of this policy. For example, if the meeting is with a legislator, the official should explain whose meals were purchased, what issues were discussed and how those relate to the CEA's adopted legislative positions and priorities.
 - 6.1.2 Officials must submit their expense reports within two weeks of an expense being incurred, accompanied by receipts documenting each expense. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation. Inability to provide such documentation in a timely fashion may result in the expense being borne by the official.
- 6.2 All Expenses are subject to verification that they comply with this policy.
- 6.3 At the following CEA Board meeting, each official shall briefly report on meetings attended at CEA expense. If multiple officials attended, a joint report may be made.
- 6.4 CEA officials should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All CEA expenditures are public records subject to disclosure under the Public Records Act (and other laws).



Barbara Boswell
Interim Chief Executive Officer



Date