

# **RIVERSIDE COUNTY TRANSPORTATION COMMISSION**

## **EXECUTIVE COMMITTEE**

(COMMISSIONERS MARION ASHLEY, BOB BUSTER, ROGER BERG, TERRY HENDERSON, ROBIN LOWE, JEFF MILLER, JEFF STONE, JOHN TAVAGLIONE, MICHAEL WILSON, ROY WILSON)

### **PLEASE NOTE TIME CHANGE**

**9:15 A.M.**

**Wednesday, May 10, 2006**

County of Riverside Administrative Center  
Conference Room A  
4080 Lemon Street, 3<sup>rd</sup> Floor, Riverside

*In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if you need special assistance to participate in an Executive Committee meeting, please contact the Clerk of the Board at (951) 787-7141. Notification of at least 48 hours prior to meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.*

- 1. CALL TO ORDER**
- 2. PUBLIC COMMENTS**
- 3. APPROVAL OF MINUTES – APRIL 12, 2006**
- 4. ADDITIONS/REVISIONS** *(The Committee may add an item to the Agenda after making a finding that there is a need to take immediate action on the item and that the item came to the attention of the Committee subsequent to the posting of the agenda. An action adding an item to the agenda requires 2/3 vote of the Committee. If there are less than 2/3 of the Committee members present, adding an item to the agenda requires a unanimous vote. Added items will be placed for discussion at the end of the agenda.)*

**5. ADOPTION OF ORDINANCE NO. 06-001 TO AMEND THE ADMINISTRATIVE CODE TO REFLECT CHANGES TO THE COMMITTEES AND THE COMMISSION**

***Overview***

This item is for the Committee to adopt Ordinance 06-001, *"An Ordinance Amending the Riverside County Transportation Commission Administrative Code"*, to reflect changes in the membership, time and/or location of certain committees and the Commission.

**6. REPORT ON COMMISSIONER PER DIEMS**

***Overview***

This item is for the Committee to receive and file a report on Commissioner per diems.

**7. EMPLOYEE TRAVEL AND EXPENSE REIMBURSEMENT POLICY**

***Overview***

This item is for the Committee to:

- 1) Approve the Employee Travel and Expense Reimbursement Policy; and
- 2) Adopt Resolution No. 06-009, *"A Resolution of the Riverside County Transportation Commission Regarding the Employee Travel and Expense Reimbursement Policy."*

**8. ADJOURNMENT**

The next Executive Committee meeting is scheduled to be held at 9:30 a.m., **Wednesday, June 14, 2006**, Conference Room A, County of Riverside Administrative Center, 4080 Lemon Street, Third Floor, Riverside.

# **RIVERSIDE COUNTY TRANSPORTATION COMMISSION**

## **EXECUTIVE COMMITTEE**

**April 12, 2006**

### **Minutes**

#### **1. CALL TO ORDER**

Chair Marion Ashley called the meeting to order at 9:10 a.m., on Wednesday, April 12, 2006 at the Riverside County Transportation Commission's Conference Room A, 4080 Lemon Street, Third Floor, Riverside, California 92501.

#### **Commissioners Present**

Marion Ashley  
Bob Buster  
Chris Buydos  
Terry Henderson  
Jeff Miller  
Jeff Stone  
John Tavaglione  
Roy Wilson

#### **Commissioners Absent**

Robin Lowe  
Michael Wilson

#### **2. PUBLIC COMMENTS**

There were no public comments.

#### **3. APPROVAL OF MINUTES**

**M/S/C (Henderson/R. Wilson) to approve the minutes of February 8, 2006 as submitted.**

**Abstain: Berg**

#### **4. ADDITIONS/REVISIONS**

Eric Haley noted a revision to Agenda Item 5, *"Classification and Compensation Study and Recommendations"*.

## **5. CLASSIFICATION AND COMPENSATION STUDY AND RECOMMENDATIONS**

Eric Haley, Executive Director, provided background information for the classification and compensation study and an overview of the organizational changes. He then presented the consultant recommendations.

Anne Mayer, Programming and Administration Director, presented the updates to the Commission pay structure.

### **M/S/C (Stone/Miller) to:**

- 1) Reclassify Administrative Analyst on Range 5 to Clerk of the Board on Range 8, (\$6,847-\$9,243), with a corresponding promotional pay increase. This position will assume oversight of the Commission's agenda, records management, and information technology services;**
- 2) Establish Administrative Assistant on Range 4, (\$3,818-\$5,155), to provide support to the Clerk of the Board;**
- 3) Reclassify the Accounting Manager in the Finance Department on Range 7 to the new Accounting and Human Resources Manager position on Range 9, (\$7,361-\$9,937), with a corresponding promotional pay increase. This position will continue to have general professional accounting responsibilities and supervise accounting support personnel, as well as handle payroll and personnel administration duties;**
- 4) Upgrade the Executive Assistant from Range 3 to Range 5 (\$4,398-\$5,938) with a corresponding promotional pay increase, given its assumed responsibility for designated office support personnel, and given market rate movement;**
- 5) Reclassify the Programming and Administration Director on Range 11 to Deputy Executive Director on Range 12 (\$10,708-\$14,456) to reflect the accountability of this position for all administrative functions, including finance, personnel, information technology, board services, and regional programs;**
- 6) Reclassify the Office Assistant position to Senior Office Assistant on Range 2 (\$2,545-\$3,436) with a corresponding promotional pay increase to account for increased records management and administrative duties;**
- 7) Establish a Senior Staff Analyst classification on Range 7, (\$5,589-\$7,545) in order to establish a career path for designated positions that will assume a greater range of responsibility for complex projects and assignments, and to provide staffing flexibility to management, while maintaining internal equity;**

- 8) **Modify the pay structure to incorporate the new staff assignments and market increases since July 1, 2005, and adopt the new class specifications that have been prepared. A general pay structure increase will only need to be considered for the 2007-2008 Fiscal Year, based on market movement;**
- 9) **Approve the revised organizational chart to reflect the proposed changes; and**
- 10) **Approve a budget adjustment of \$38,370 for salaries and benefits to support the proposed reclassifications and upgrades.**

**6. INJURY AND ILLNESS PREVENTION PROGRAM**

Theresa Trevino, Chief Financial Officer, presented the Injury and Illness Prevention Program.

**M/S/C (R. Wilson/Henderson) to:**

- 1) **Approve the Injury and Illness Prevention Program; and**
- 2) **Adopt Resolution No. 06-005, *"A Resolution of the Riverside County Transportation Commission Regarding the Injury and Illness Prevention Program."***

**7. CLOSED SESSION**

**A. CONFERENCE WITH LABOR NEGOTIATORS  
Pursuant to Section 54957.6**

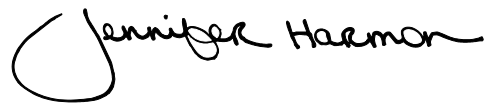
Agency Representative: Executive Director

Title of Unrepresented Employees: Deputy Executive Director

**8. ADJOURNMENT**

There being no other items to be considered, the Executive Committee meeting adjourned at 9:50 a.m. The next meeting is scheduled to be held at 9:30 a.m., Wednesday, May 10, 2006.

Respectfully submitted,



Jennifer Harmon  
Clerk of the Board

***RIVERSIDE COUNTY TRANSPORTATION COMMISSION***

<b>DATE:</b>	May 10, 2006
<b>TO:</b>	Executive Committee
<b>FROM:</b>	Jennifer Harmon, Clerk of the Board
<b>THROUGH:</b>	Anne Mayer, Deputy Executive Director
<b>SUBJECT:</b>	Adoption of Ordinance No. 06-001 to Amend the Administrative Code to Reflect Changes to the Committees and the Commission

**STAFF RECOMMENDATION:**

This item is for the Committee to:

- 1) Adopt Ordinance 06-001, *"An Ordinance Amending the Riverside County Transportation Commission Administrative Code"*, to reflect changes in the membership, time and/or location of certain committees and the Commission; and
- 2) Forward to the Commission for final action.

**BACKGROUND INFORMATION:**

Changes made to the Commission's Administrative Code require adoption through Ordinance to reflect those changes. Over the past few months, there have been a number of changes made to the membership, time and/or location of certain committees and the Commission.

**Membership of the Transit Policy Committee**

At its February 8, 2006 meeting, the Executive Committee discussed the augmentation of the Transit Policy Committee and recommended increasing the membership to 11 members to better represent the transit areas.

**Day and/or Time of the Policy Committees and the Commission**

In December 2005, the Commission adopted the 2006 Commission and Committee Schedule that changed the time of the Budget and Implementation Committee to 8:30 a.m., the Transit Policy Committee to 10:30 a.m. and the Plans and Programs Committee to 12:30 p.m. After the first meetings of the Committees in January 2006, Budget and Implementation Committee members expressed concern with

the new start time. Also, the Transit Policy Committee expressed interest in a new day for its meetings. Therefore, staff polled the respective Commissioners, which resulted on the following changes:

- New Meeting Time of 9:30 a.m. for the Budget and Implementation Committee
- New Day and Time of 3<sup>rd</sup> Thursday at 10:00 a.m. on a quarterly basis for the Transit Policy Committee

At its February 8, 2006 meeting, the Commission requested staff poll Commissioners for a later start time for the Commission meetings in an effort to reduce traffic congestion at peak hours. The polling resulted in a new meeting time of 10:00 a.m. for the Commission and 9:30 a.m. for the Executive Committee.

### **Location**

The Administrative Code has been updated to reflect the current location of the Commission and Committee meetings.

Attachment: Ordinance 06-001

ORDINANCE NO. 06-001  
AN ORDINANCE AMENDING THE RIVERSIDE COUNTY  
TRANSPORTATION COMMISSION ADMINISTRATIVE CODE

WHEREAS, the Commission has determined that it is now necessary to amend its Administrative Code to reflect changes in the membership, time and/or location of certain committees and the Commission;

NOW, THEREFORE, the Riverside County Transportation Commission hereby ordains as follows:

Section 1. Article III, Section H.1.(a) of the Administrative Code is hereby amended to read as follows:

“(a) The Budget and Implementation Committee. This Committee shall be composed of fourteen regular members of the Commission selected by the Chair to provide adequate representation from the western and desert areas of the County. Subject to supervision by the Commission, the jurisdiction of the Committee shall be as follows: annual budget development and oversight; countywide strategic plan; legislation; Measure A implementation and capital programs; public communications and outreach programs; competitive grant programs; TEA 21 (CMAQ & STP); transportation enhancement; SB 821 (Bicycle & Pedestrian); SAFE/freeway service patrol; Property Management; TUMF program; and other areas as may be prescribed by the Commission. Meetings shall be held at 9:30 a.m. on the fourth Monday of the month at the offices of the Commission, unless otherwise determined by the Committee or the Commission. At any regular meeting not yet convened because of the lack of a quorum, the committee members who are present may constitute themselves a “Committee of the Whole”, for purposes of discussing agenda matters or any other matter of interest to the members present. The Committee of the Whole may act to take recommendations to the Commission but may take no final actions. Any recommendation presented to the Commission from a Committee of the Whole and not the whole committee and should state the number of votes for, against and abstaining in reference to the recommendation. The Committee shall automatically cease to exist if a quorum of the Commission is present at the meeting.

Section 2. Article III, Section H.1.(b) of the Administrative Code is hereby amended to read as follows:

(b) The Plans and Programs Committee. This Committee shall be composed of fourteen regular members of the Commission selected by the Chair to provide adequate representation from the western and desert areas of the County. Subject to supervision by the Commission, the jurisdiction of the Committee shall be as follows: State Transportation Improvement Program (STIP); Regional Transportation Improvement Program (RTIP); new corridors; intermodal programs: transit, rail and ridesharing; air quality and clean fuels; regional agencies/regional planning; Intelligent Transportation System (ITS) planning and programs; Congestion Management Program (CMP), and other areas as may be prescribed by the Commission. Meetings shall be held at 12:30 p.m. on the fourth Monday of the month at the offices of the Commission unless otherwise directed by the Committee or the Commission. At any regular meeting not yet convened because of the lack of a quorum, the committee members who are present may constitute themselves a “Committee of the Whole”, for purposes of



discussing agenda matters or any other matter of interest to the members present. The Committee of the Whole may act to take recommendations to the Commission but may take no final actions. Any recommendation presented to the Commission from a Committee of the Whole and not the whole committee and should state the number of votes for, against and abstaining in reference to the recommendation. The Committee shall automatically cease to exist if a quorum of the Commission is present at the meeting.

Section 3. Article III, Section H.1.(d) of the Administrative Code is hereby amended to read as follows:

(d) The Transit Policy Committee. This Committee shall be composed of up to eleven (11) members of the Commission selected by the Chair. Subject to the supervision by the Commission, the jurisdiction of the Committee shall be as follows: provide policy direction to the preparation of the transit vision; monitor transit implementation; review the performance of operates; and bring regional perspective to transit. Meetings shall be held at 10:00 a.m. on the third Thursday of the month on a quarterly basis at the offices of the Commission or at such other location determined by the Committee. All actions of the Committee shall be subject to final approval by the Commission. Committee members shall serve at the will and pleasure of the Commission.

Section 4. Article IV, Section B of the Administrative Code is hereby amended to read as follows:

B. REGULAR MEETING. Regular meetings of the Commission shall be held at 4080 Lemon Street, Riverside, California in the Board of Supervisors Chambers or at such other location set in public meeting by the Commission on the second Wednesday of each month at 9:00 a.m. unless such day is a holiday, in which case the meeting shall be held on the next business day. Regular meetings may be canceled by majority vote of the Commission at a regular or special meeting prior to the meeting to be canceled. A regular meeting may also be canceled by the Chair for lack of a quorum. The Executive Director shall endeavor to mail or deliver notice of such cancellation to each regular member and alternate member at least twenty four (24) hours prior to the time of the meeting.

Section 5. This Ordinance shall be effective on \_\_\_\_\_, 2006.

APPROVED AND ADOPTED this 10th day of May, 2006.

\_\_\_\_\_  
Marion Ashley, Chair  
Riverside County Transportation Commission

ATTEST:

\_\_\_\_\_  
Jennifer Harmon  
Clerk of the Board

***RIVERSIDE COUNTY TRANSPORTATION COMMISSION***

<b>DATE:</b>	May 10, 2006
<b>TO:</b>	Executive Committee
<b>FROM:</b>	Jennifer Harmon, Clerk of the Board
<b>THROUGH:</b>	Anne Mayer, Deputy Executive Director
<b>SUBJECT:</b>	Report on Commissioner Per Diems

**STAFF RECOMMENDATION:**

This item is for the Committee to receive and file a report on Commissioner per diems.

**BACKGROUND INFORMATION:**

A per diem is provided to members of the Riverside County Transportation Commission attending meetings and Commission business. The California Public Utilities Code Section 130108 (a) stipulates that "Each member of a commission may be compensated at a rate not exceeding one hundred dollars (\$100) for any day attending to the business of the commission, but not to exceed four hundred dollars (\$400) in any month, and the necessary traveling and personal expenses incurred in the performance of his duties as authorized by the commission." The current practice of the Commission follows the statutory requirements. An increase to either the meeting day amount or the maximum amount per month requires legislative authority.

To file for per diem, Commissioners must complete the Per Diem/Meeting Expense Form for submission to the Clerk of the Board. Commissioners are provided \$100 per meeting day, not to exceed \$400. The form is also used for mileage and meeting expenses. The current mileage reimbursement rate is 44.5 cents per mile. For example, on a Commission meeting day, each Commissioner receives \$100 plus mileage claimed.

***RIVERSIDE COUNTY TRANSPORTATION COMMISSION***

<b>DATE:</b>	May 10, 2006
<b>TO:</b>	Executive Committee
<b>FROM:</b>	Theresia Trevino, Chief Financial Officer
<b>THROUGH:</b>	Anne Mayer, Deputy Executive Director
<b>SUBJECT:</b>	Employee Travel and Expense Reimbursement Policy

**STAFF RECOMMENDATION:**

This item is for the Committee to:

- 1) Approve the "Employee Travel and Expense Reimbursement Policy;" and
- 2) Adopt Resolution No. 06-009, *"A Resolution of the Riverside County Transportation Commission Regarding the Employee Travel and Expense Reimbursement Policy."*

**BACKGROUND INFORMATION:**

As part of staff's periodic review of fiscal policies and procedures and the ongoing review of the personnel policies and procedures, a revised "Employee Travel and Expense Reimbursement Policy" has been developed. The revised policy is based on a review of other local governments' policies and consideration of issues that have arisen based on interpretation of the current policies and procedures. Finally, the revised policy supersedes the policy located in the Fiscal Procedures as well as Rule 12 of the Personnel Policies and Procedures.

Legal counsel has reviewed and approved this employee travel and expense reimbursement policy.

Attachments:

- 1) Employee Travel and Expense Reimbursement Policy
- 2) Resolution No. 06-009



## **EMPLOYEE TRAVEL AND EXPENSE REIMBURSEMENT POLICY**

The Riverside County Transportation Commission (RCTC) shall reimburse employees of RCTC for travel, lodging, meals, and other expenses directly related to the conduct of RCTC business. Consultants are not covered under this policy. Employees are expected to use good judgment in the expenditure of public funds with which they have been entrusted. Employees must substantiate expenses with original receipts, unless otherwise noted.

### 1. Transportation

Transportation costs include, but are not limited to, airplane; train, bus, shuttle, and taxi fares; tolls; parking; car rental; and pool and personal vehicles. Employees should generally take the most direct and commonly traveled routes. Other routes may be authorized when official business requires their use. If an indirect route or stop along the way for personal reasons is taken, the employee will not be reimbursed for the non-business portion of the expenses.

#### a. Air

Air travel shall be at coach accommodations, unless the cost differential between upper class and coach accommodation is less than \$10, or single class service. Selection of carrier, reservations, and ticketing should be arranged as early as feasible to obtain the greatest discount. Alternative transportation methods, such as a nearby airport and ground transportation, should be considered if the total fares are lower. Employees are encouraged to book air travel using the RCTC Credit Cards maintained by the Chief Financial Officer or Clerk of the Board.

If an airplane ticket is not used, RCTC's Executive Assistant shall be notified so that it can be used for travel purposes by other employees. If an airline ticket exchange or change results in a fare increase, the documentation for the original fare and fare increase must be submitted with the employee's expense report.

A private vehicle may be used in lieu of air travel if it is more advantageous to RCTC, although prior approval should be obtained. The employee's supervisor should consider the additional time spent driving prior to granting such approval. However, the total documented mileage and all other travel expenses incurred cannot exceed the airfare amount that would have been incurred. RCTC shall only reimburse only the lesser of the two means of travel.

If personal travel is combined with the business-related travel by an employee, documentation of the normal cost of the business-related travel should be obtained. The employee shall be reimbursed for only the business-related portion of the travel.

b. Train, Bus, Shuttle, and Taxi Fares

Long-distance train travel arrangements should be made in a fashion similar to that of air travel. Commuter train travel is encouraged, especially if it is more efficient than pool or personal vehicle use, and shall be reimbursed at actual costs. Available courtesy shuttle services should be utilized between airports and meeting locations. Reasonable ground transportation charges (shuttle, taxi, or bus), including gratuities, for business purposes shall be reimbursed at actual costs.

c. Tolls

Toll charges incurred while traveling on highways and bridges for business purposes shall be reimbursed at actual costs.

d. Parking

Employees traveling by air and requiring parking at the airport for 24 hours or less shall be reimbursed at the short-term parking rates. Required parking for more than 24 hours shall be reimbursed at the long-term rates. Hotel parking fees shall be reimbursed at actual costs, including gratuities for valet parking. Parking fees at other locations for business purposes shall be reimbursed at actual costs.

e. Car Rental

Rental cars generally shall not be used except when there is no other economical and convenient transportation available. When there are multiple attendees at the same meeting or conference, only one car shall be rented at RCTC's, including Legislative Body Members, attendees are encouraged to share car rentals to minimize RCTC's expense, when feasible. Approval of car rentals shall be approved by the employee's supervisor only when reasonable or necessary. Car rental charges shall be limited to the reasonable cost of non-luxury or specialty vehicles. Fuel charges for car rentals shall be reimbursed at actual costs.

f. Pool and Personal Vehicles

An RCTC pool vehicle may be used for official RCTC business by an employee, who has been certified to fuel the pool vehicle. Such certifications may be obtained through training by a certified employee or Bechtel consultant. Use of such vehicle by more than one employee on official RCTC business making the same trip is encouraged. Employees may reserve a pool vehicle in advance through the GroupWise calendar reservation system (Pool Car@rctc.org). Pool vehicles are to be returned to the RCTC parking site at the completion of RCTC business with a full tank of fuel, which will be reimbursed at actual cost. Pool vehicles may be taken home or parked off site if the employee has to attend a meeting for which the employee must leave prior to or return after normal scheduled business hours. The employee must reimburse RCTC, at the Internal Revenue Service (IRS) approved mileage reimbursement rate for employee use of private vehicles, for any miles accumulated using a pool vehicle which exceed the miles necessary for the most direct route to and from the meeting. Pool vehicle keys shall be returned to the appropriate location upon completion of the business trip.

Use of a personal vehicle for business purposes, including travel to and from the airport, shall be reimbursed at the IRS approved mileage reimbursement rate. The mileage claimed shall be from the employee's normal work location to the travel destination or from the employee's home to the destination, whichever is less. Gas, damages, service or repair to a personal vehicle while being used for business purposes are not reimbursable, as such costs are included in the IRS mileage reimbursement rate.

In the event of accident, employees using a personal vehicle for authorized travel in conducting RCTC business must rely on personal insurance for financial protection. Although RCTC's interests are protected by insurance, RCTC may not provide insurance to protect employees against damage to the employee's personal automobile or for damage to the property of others or for death or personal injury to others as a result of an employee using a personal vehicle while conducting RCTC business.

Employees are encouraged to make optimum use of carpooling or available public transit services when traveling to the same business event.

## 2. Lodging

Pre/post-conference or pre/post-meeting lodging is available for regional or national travel requiring extensive travel time and adjustment. Pre-conference/pre-meeting lodging shall be offered for regional travel if such conference/meeting starts at or before 9:00 a.m. Lodging for local travel will be permitted if the length of the conference/meeting is more than one day and the distance is more than 60 miles from RCTC's offices or the employee's residence, whichever is more, or if the employee's presence is necessary for business-related activities before or after the regular conference hours.

Lodging in commercial hotels and motels shall be based on standard accommodations at single occupancy rates. Every effort should be made to obtain the government rate, if available. Additional costs incurred for additional guest(s) of the employee in the same room shall not be reimbursed. Under no circumstances should lodging expenses exceed the conference hotel rate. In instances where conference hotels are filled, the employee should attempt to secure comparable rates at the nearest hotel.

The guarantee of lodging reservations may be made using the RCTC Credit Cards maintained by the Chief Financial Officer or Clerk of the Board. A properly approved Payment Request Form may be submitted for advance payment to the hotel. A close-out folio copy from the hotel should be provided to the Accounting Department upon return from travel.

## 3. Meals

### a. Travel

Expenses for an employee's meals, including reasonable tips, shall be reimbursed at a per diem of \$50 per day; however, such per diem may be increased to \$60 for certain urbanized areas (e.g., New York; Washington, D.C.; San Francisco; and Chicago). Receipts for meals claimed using per diem rates are not required; receipts for meals claimed using actual, reasonable costs not to exceed daily per diem are

required. Reimbursement of costs related to alcoholic beverages is prohibited. Employees shall receive a reduced per diem if one or more meals are included in the conference cost or are otherwise covered. The per diem components are as follows:

Breakfast	\$10
Lunch	\$15
Dinner	\$25

When an employee is traveling with other RCTC employees or a Legislative Body Member, the per diem amount shall be reduced by the cost of the employee's meal(s) paid for by other RCTC employees.

b. Local

Reasonable meal expenses associated with local business meetings, luncheons, or dinners shall be reimbursed at actual costs not to exceed the per diem of \$50 per day, including gratuities. Meal expenses for frequent internal meetings should be discouraged, unless it relates to a specific business matter.

c. Specific Documentation Requirements

Requests for meal reimbursements should include the conference attended or meeting business purpose, date of meal, restaurant name and itemized receipt of food and beverages to ensure no alcoholic beverages are being reimbursed, and listing of attendees, if any, and business relationship. When a per diem is claimed, the conference/meeting purpose and date shall be provided.

Reimbursements for room service or hotel dining meals shall be made upon presentation of an itemized receipt. Hotel folio charges for such meals without an itemized receipt are not acceptable.

4. Communications

Expenses for telephone and internet connection charges shall be kept to a minimum and shall be reimbursed for business purposes only. For travel requiring an overnight stay, a telephone charge for one reasonable-length personal call is permitted. Employees in possession of RCTC-provided communication devices are encouraged to use such devices as much as possible rather than incurring hotel access and phone charges.

5. Incidentals

Reasonable miscellaneous gratuities, not otherwise noted previously, shall be reimbursed at an amount not to exceed \$10 per day. Such gratuities related to guest(s) accompanying an employee on business travel shall not be reimbursed.

Laundry/dry cleaning charges shall not be reimbursed, unless the employee's travel is more than one week in duration. Items of a personal nature including, but not limited to, in-room movies, tours and entertainment, spas and gyms, barber, magazines, shoe shines, travel insurance, purchase of clothing or toiletries, fines or traffic violations, and excess baggage costs are not eligible for reimbursement.

## 6. Registration Fees

Whenever possible, registration and payment for registration fees for approved classes, seminars, and conferences shall be made in advance by submitting a properly approved payment request form. Frequently, early registration discounts are offered. If a conference needs to be cancelled, such cancellation shall be made in accordance with stipulated dates in order to avoid cancellation charges or penalties. When an employee's registration is late and cannot be paid through the regular accounts payable process, the cost of registration incurred by the employee shall be reimbursed with an appropriate receipt.

## 7. Memberships and Professional Certifications

Employees are encouraged to participate in professional and local organizations and maintain professional certifications which are related to the employee's specific job responsibilities. Dues for individual memberships in organizations and expenses for professional certifications are reimbursable only when such memberships provide a specific benefit to RCTC and have prior approval of the employee's supervisor.

## 8. Expenditures in Excess of Allowable Expenses

The Executive Director or Deputy Executive Director is authorized to interpret these policies and to approve exceptional reimbursements in excess of limits and standards established in this policy when, in the judgment of the Executive Director or Deputy Executive Director, such expenses are warranted. Expenses in excess of the allowable amounts for meals or lodging may be reimbursed upon presentation of a memorandum of explanation/justification attached to the expense report. All expenses must be clearly substantiated prior to reimbursement. Unnecessary or exorbitant expenses will be disallowed.

## 9. Travel Advance

The Executive Director or Deputy Executive Director may grant a travel advance up to \$200 to an employee traveling on RCTC business in excess of one day to defray the expenses of such travel only under extraordinary circumstances. This can be done by completing a Payment Request Form and obtaining appropriate approvals five days prior to date of business travel. An accounting of actual expenses incurred, including required receipts, must be provided on an Expense Claim Form, and any unused amounts shall be returned to the RCTC Accounting Department.

## 10. Documentation

All expenses for which reimbursement is requested shall be fully documented as to date, amount, and business purpose. Exclusive of the per diem, receipts are required for all expenses of \$25 or more. Receipts are encouraged for expenses under \$25.

Expense Claim Forms must be properly completed and approved as well as submitted with required documentation and receipts attached to the RCTC Accounting Department. Employees are encouraged to submit expense claims on a timely, regular basis. Expense Claim Forms are due on Monday/Wednesday by 12:00 p.m. for regular Tuesday/Thursday accounts payable check processing.



**RESOLUTION NO. 06-009**

**A RESOLUTION OF THE  
RIVERSIDE COUNTY TRANSPORTATION COMMISSION  
REGARDING THE  
EMPLOYEE TRAVEL AND EXPENSE REIMBURSEMENT POLICY**

**WHEREAS**, the Riverside County Transportation Commission (the "Commission") currently retains the authority to add, delete or otherwise modify the Commission's policies and procedures; and

**WHEREAS**, the Commission has previously adopted personnel rules and regulations establishing the terms and conditions of employment with the Commission; and

WHEREAS, the Commission has granted the Executive Committee the authority to add, delete or otherwise modify the Commission's policies and procedures.

**THEREFORE BE IT RESOLVED** by the Riverside County Transportation Commission, that the Riverside County Transportation Commission has adopted an Employee Travel and Expense Reimbursement Policy. Such policy shall supersede the Commission's Fiscal Procedures and Rule 12 of the Commission's Personnel Policies and Procedures Manual.

APPROVED AND ADOPTED this 10<sup>th</sup> day of May, 2006.

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Marion Ashley, Chair  
Riverside County Transportation Commission

ATTEST:

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Jennifer Harmon  
Clerk of the Board