

CAMINO REAL REGIONAL MOBILITY AUTHORITY

Business Travel and Expense Reimbursement Policy

It is the policy of the Camino Real Regional Mobility Authority (the "CRRMA") to reimburse employees and members of the Board of Directors for reasonable business travel expenses.

All employee business travel must be approved in advance by the employee's supervisor. Board Member travel expenses in excess of \$50.00 shall be approved in advance by the Chair in writing. When the requested business travel has concluded, employees and Board Members should complete a travel expense report, which shall be made available by the CRRMA. The completed report must be accompanied by receipts for each expense, and should be submitted to the Executive Director within 60 days of the completion of the business travel. Any items over the 60 days will be denied reimbursement. In the event the Executive Director is unavailable, the report and receipts may be provided to the Chair of the Board.

When approved, the actual costs of travel, meals, lodging and other expenses directly related to accomplishing business travel objectives will be reimbursed by the CRRMA. Employees and Board Members spending personal money that will be reimbursed by the CRRMA should always ensure that expenses are limited to reasonable amounts, and that the CRRMA receives good value in return.

The CRRMA will not reimburse travel expenses incurred by a spouse or other individual accompanying an employee or Board Member on business.

Sales tax on goods purchased will not be reimbursed. Sales tax for meals and hotel stays are the only sales taxes that will be reimbursed. Please request a sales tax exemption form from the CRRMA before purchasing goods.

Employees shall be responsible for repayment of inappropriately reimbursed expenses whenever an audit or subsequent review of the travel expense reimbursement documentation finds that such expenses were reimbursed contrary to these guidelines.

In those instances in which the review and/or approval of the Executive Director is required but the Executive Director is unavailable, such review and/or approval shall be provided by the Board.

The following are reimbursement guidelines for business travel:

- **Transportation Services**

- Air travel arrangements should be made as far in advance as possible and should represent the lowest available fare in coach or economy class.

- Reasonable fares for shuttle service, bus service, van pool, taxi service or other public transportation will be reimbursed.
 - Car rental fees (a compact or mid-size vehicle for one person; a full size vehicle for two or more persons) will only be reimbursed if approved in advance by the Executive Director or Chief Financial Officer.
 - When renting vehicles, employees and Board Members should elect loss damage waiver insurance coverage.
 - Gasoline should be refilled in any rental vehicle prior to returning it at the conclusion of business travel.
- **Lodging**
 - Accommodations in approved hotels or motels will be reimbursed, using the GSA rate as a guideline. Exceptions above the GSA rate will require an explanation including at least the following information: (1) when the cost of the hotel would reduce total travel costs, such as eliminating the need for a rental car; (2) when the cost of the hotel is a conference rate; and (3) when time constraints associated with business meetings require lodging at a closer hotel.
 - Lodging expenses will be reimbursed only if traveling **beyond** a 50-mile radius of the El Paso County line. (This means 50 miles beyond the county line.)
- **Meals**
 - Meals will be reimbursed at the GSA per diem rate.
 - Meals above the GSA rate will require specific justification and receipts for review and approval of the Executive Director, or the Board.
 - No reimbursement will be made for alcoholic beverages.
 - No reimbursement will be made for meals if the conference includes such meal as part of the package.
- **Food Service at Local Meetings**
 - Food service at business meetings required for the active performance of CRRMA business (such as CRRMA Board meetings, workshops, CRRMA Board Committee meetings, meetings with other governmental entities, and other official business as determined by the Executive Director or Board) will be reimbursed.
 - The employee's/Board Member's expense report should include: purpose of the meeting; time and location of the meeting; names of principal attendees; and approval of the reimbursement request by the Executive Director or the Board.
- **Mileage Reimbursement**
 - Use of a personal vehicle on CRRMA business will be reimbursed using the current Internal Revenue Service rate. The employee's/Board Member's expense report should include: purpose of the travel; dates of travel; and net mileage.
 - If a personal vehicle is used, the maximum reimbursement will be at the lower of the IRS rate times the number of miles driven, or the lowest quoted airfare at the time of travel for overnight stay.

- **Other Business/Travel Expenses**

- Charges for telephone calls, internet connection, faxes, and similar services, will be reimbursed, provided that they are for legitimate business purposes and upon the provision of all appropriate material to the Executive Director evidencing the same.
- Reasonable, customary tips and gratuities will be reimbursed and do not require a receipt.
- Parking and toll fees will be reimbursed, when evidenced by receipts.
- Other minor expenditures should have a receipt and justification.
- There will be no reimbursement for any of the following: parking or traffic violations; entertainment, including in-hotel movies; and alcoholic beverages of any kind. In addition, there will be no reimbursement of sales tax incurred on the purchase of goods. Instead, employees who are authorized to purchase approved goods on behalf of the CRRMA should use a tax exempt form, as made available by the CRRMA.
- Cancellation fees associated with business travel will be reimbursed only if it is in the best interest of the CRRMA, or in the event of an approved family emergency.
- Incremental expenses for any non-CRRMA companion traveling with the employee or Board Member will not be reimbursed by the Company.

If an employee is involved in a motor vehicle or other accident, or if an employee sustains any injury while traveling on business, he/she must promptly report the incident to his/her supervisor. If a vehicle owned, leased or rented by the CRRMA is involved in an accident, causes any injury or damage, or incurs any damage, the employee must promptly report the incident to his/her supervisor. Vehicles owned, leased or rented by the CRRMA may not be used for personal business without prior approval of the Executive Director. Board Members shall work with the Executive Director in the case of any such accidents.

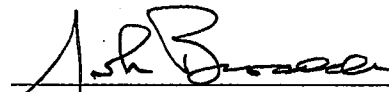
If an employee needs guidance or assistance with any procedures related to business travel, travel arrangements, expense reports, or reimbursement for any specific expense, then the employee should consult with his/her supervisor. Board Members shall consult with the Executive Director.

Employees and Board Members are reminded to ensure that travel records, expense reports and receipts are accurate and complete. Falsification of any such records, including but not limited to expense reports; or falsification or alteration of any accompanying documentation, such as receipts, may lead to corrective action, up to and including termination of employment.

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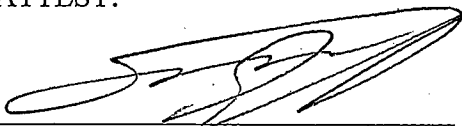
APPROVED AND ADOPTED THIS 16th DAY OF July, 2007.

CAMINO REAL REGIONAL
MOBILITY AUTHORITY



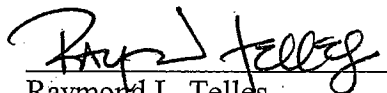
John Broaddus, Chair

ATTEST:



Ralph Adame, Secretary

APPROVED AS TO FORM:



Raymond L. Telles
Assistant City Attorney