

CAMINO REAL REGIONAL MOBILITY AUTHORITY BOARD RESOLUTION

WHEREAS, the Camino Real Regional Mobility Authority (CRRMA) adopted an amended Travel and Reimbursement Policy via CRRMA Board resolution on July 12, 2024 (the Policy); and

WHEREAS, the Policy governs the CRRMA's reimbursement of board members and staff, but requires certain additional updates; and

WHEREAS, the Finance Committee of the CRRMA recently reviewed the Policy and made a recommendation to adopt certain revisions, and the CRRMA Board agrees that such recommended revisions are appropriate and should be implemented.

NOW, THEREFORE, BE IT RESOLVED BY THE CAMINO REAL REGIONAL MOBILITY AUTHORITY:

THAT the CRRMA hereby adopts the Travel and Reimbursement Policy dated July 2025, in accordance with the recommendation of the CRRMA Finance Committee.

PASSED AND APPROVED THIS 18TH DAY OF JULY 2025.

**CAMINO REAL REGIONAL
MOBILITY AUTHORITY**

ATTEST:

Joyce A. Wilson, Chair

Robert Studer
Alternate Board Secretary

APPROVED AS TO CONTENT:

Raymond L. Telles
Executive Director



CAMINO REAL REGIONAL MOBILITY AUTHORITY

TRAVEL & REIMBURSEMENT POLICY

CAMINO REAL REGIONAL MOBILITY AUTHORITY TRAVEL & REIMBURSEMENT POLICY

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1. INTRODUCTION

It is the policy of the Camino Real Regional Mobility Authority (“CRRMA”) to reimburse members of the Board of Directors and staff for expenses directly related to CRRMA business, including expenses related to the SunCycle Bike Share Program. This includes travel, purchases, and other expenses as may be necessary.

2. AUTHORITY TO TRAVEL

All travel for CRRMA business must be approved in advance by either the Chair of the Board of Directors or the Executive Director. Expenses for travel arrangements made without authorization will not be reimbursed.

3. GENERAL PROVISIONS

The actual costs of travel, lodging, purchasing of goods, and other expenses directly related to accomplishing CRRMA business will be reimbursed by the CRRMA. It is the responsibility of the individual traveling to make all required travel arrangements. Board Members and employees 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. Travel arrangements should be made directly with the provider.

The CRRMA will not reimburse travel expenses incurred by anyone other than Board members and employees.

Sales Tax charges will not be reimbursed for purchases of goods needed for CRRMA business. Individuals purchasing goods for the CRRMA should request a sales tax exemption form before purchasing such goods. Tips for service and alcohol will not be reimbursed.

The CRRMA will not reimburse individuals for cancelled travel reservations, except upon review and approval of the Board Chair. Individuals shall be responsible for repayment of inappropriately reimbursed expenses whenever an audit or subsequent review of the reimbursement documentation finds that such expenses were reimbursed contrary to these guidelines.

4. REIMBURSEMENT REQUIREMENTS

Requests for reimbursement require a completed Reimbursement Form signed by the individual seeking reimbursement and must include receipts or other documentation evidencing payment. No reimbursement shall be made without appropriate documentation evidencing a valid travel or business expense. Requests for reimbursement should be submitted to either the Executive Director or the Director of Finance within 60 days of the incurred expense. Any request beyond 60 days from the date of travel or purchase may be denied reimbursement. Reimbursement requests

must use the Reimbursement Form provided by the Director of Finance to seek such reimbursement.

5. REIMBURSEMENT GUIDELINES

5.1 Airfare

Air travel arrangements should be made as far in advance as possible. Travelers should select the least expensive fare class that allows for flexibility and changes to the itinerary. The CRRMA will not reimburse additional expenses related to reserved seating or early check-in.

5.2 Lodging

Lodging should be obtained at the hotel in which the conference, seminar, or training event is hosted or in close proximity to the event site. If travel is not related to an event at a specific hotel, then a reasonably priced hotel located within close proximity of the place of CRRMA business should be used to minimize related ground transportation costs.

5.3 Ground Transportation

The CRRMA will reimburse ground transportation costs to and from activities related to CRRMA business. Taxis and ride share apps are preferred for shorter duration trips when possible. Rental cars (a compact or mid-size vehicle for one person; a full size vehicle for two or more persons) should only be used when frequent driving in the course of CRRMA business is anticipated. When renting vehicles, loss damage waiver insurance coverage should be acquired. Gasoline should be refilled prior to returning the vehicle at the conclusion of travel.

If a person traveling on CRRMA business is involved in a motor vehicle or other accident, or sustains any injury, he/she must promptly notify the Executive Director or Board Chair. If a vehicle owned, leased, or rented by the CRRMA is involved in an accident, causes injury or damage, or incurs any damage, the Board Member or employee must promptly report the incident to the Executive Director or Board Chair.

5.4 Registration Fees

The CRRMA will reimburse the cost of registration for conferences, events, etc., that individuals attend on CRRMA business. Travelers should make reasonable attempts to book early when discounts are available for early registration.

5.5 Per Diem

The rate of per diem is established by using the General Services Administration (“GSA”) per diem rate which is paid to Federal employees traveling to various destinations. Per diem funds are intended to provide for all reasonable and necessary out-of-pocket expenses which may accompany traveling on behalf of the CRRMA. Per diem calculations will be modified to account

for meals included as part of event registration fees that are reimbursed by the CRRMA. Per diem should not be used to purchase alcohol or for any illegal activities.

5.6 Other

Other reasonable travel related expenses will be reimbursed by the CRRMA upon the approval of the Executive Director or Board Chair. Examples of other expenses could include, but are not limited to, airport parking and in-flight internet, when used for CRRMA work.

6. SUNCYCLE

The CRRMA will reimburse expenses related to the SunCycle Bike Share Program when deemed necessary by the Executive Director. Purchases of supplies or parts should be made through the original equipment manufacturer when possible. However, parts or equipment not offered by the original equipment manufacturer, or those which may be purchased at a better rate, may be purchased directly by CRRMA staff and subsequently reimbursed. Any purchase on behalf of SunCycle should be authorized by the Executive Director prior to the expense being incurred.

7. OTHER CRRMA BUSINESS RELATED EXPENSES

In the course of CRRMA business, it may be more efficient for CRRMA staff to make certain purchases for office supplies or other items or services related to CRRMA business than to ask suppliers to register as vendors with the CRRMA's fiscal agent. In such event, the Executive Director may authorize purchases to be made directly by CRRMA staff and reimbursed in accordance with this policy. The CRRMA will not reimburse purchases made without the Executive Director's approval.

[END OF POLICY]