



Midpeninsula Regional  
Open Space District

R-17-97  
Meeting 17-18  
August 9, 2017

## AGENDA ITEM 8

### AGENDA ITEM

Update Board Policy 6.04 – Board Conference Attendance Policy and Board Policy 6.06 – Meeting Compensation, Reimbursement, etc.

### GENERAL MANAGER'S RECOMMENDATION

Approve updates to Board Policy 6.04 – Board Conference Attendance Policy and Board Policy 6.06 – Meeting Compensation, Reimbursement, etc.

### SUMMARY

Effective the Fiscal Year (FY) 2017-18 budget, the conference attendance budget has increased to \$3,000 per fiscal year for each Board Member, as well as \$5,000 budgeted for training for the entire board. The update to Board Policy 6.04 – Board Conference Attendance aligns the expense reimbursement process and reimbursement eligibility to the Administrative Policy 4.06 – Travel, Lodging, and Meal Reimbursements, and updates Board Policy 6.06 – Meeting Compensation, Reimbursement, etc. to reflect this alignment. Additionally, the update to Board Policy 6.06 includes reimbursement of \$32.50 per month for cell phone usage.

### DISCUSSION

Effective the Fiscal Year (FY) 2017-18 budget, the conference attendance budget has increased from \$1,200 for each Board Member to \$3,000 per fiscal year to support Board Members to attend additional conferences and trainings to enhance their knowledge base and networking opportunities in the special district and open space environments. Additionally, effective the FY2017-18 budget, the budget for training for the entire board has increased from \$2,000 to \$5,000 for trainings related to executing the official duties of an elected office. The proposed update to Board Policy 6.04 – Board Conference Attendance reflects the budgeted amounts for FY2017-18.

The expense reimbursement and eligibility of expenses, as proposed changes to both Board Policies (6.04 and 6.06), is aligned with the Administrative Policy 4.06 – Travel, Lodging, and Meal Reimbursements. Section III of this policy 'Meals' specifies that meal reimbursements are based on the federal government GSA Per Diem chart, which therefore dispenses with the need to submit itemized receipts for meal reimbursements. Board Members frequently use their cell phones to conduct Board business, take calls from constituents, and communicate with District management. The monthly reimbursement for cell phone usage is in alignment with Administrative Policy 1.08 – Cell Phone Purchase & Reimbursement.

**FISCAL IMPACT**

The fiscal impact associated with the recommended action is included in the FY2017-18 Budget. There is no additional fiscal impact.

**BOARD COMMITTEE REVIEW**

This item was not reviewed by a Committee.

**PUBLIC NOTICE**

Public notice was provided as required by the Brown Act.

**CEQA COMPLIANCE**

This proposed action is not a project under the California Environmental Quality Act and no environmental review is required.

**NEXT STEPS**

Implementation of the policy.

Attachments:

1. Board Conference Attendance Policy 6.04
2. Board Meeting Compensation, Reimbursement, etc. 6.06
  - a. Travel Reimbursement Request Form
  - b. Cellular Phone Reimbursement Form
3. Travel, Lodging, and Meal Reimbursements Administrative Policy 4.06

Responsible Department Manager:  
Stefan Jaskulak, Chief Financial Officer

Prepared by:  
Stefan Jaskulak, Chief Financial Officer

## Board Policy Manual

<b>Budget Guidelines for Board Conference Attendance</b>	<b>Policy 6.04 Chapter 6 – General</b>
Effective Date: 3/22/00	Revised Date: <del>11/13/13</del> <u>2/17</u>
Prior Versions: 3/22/00, 3/23/05, 8/28/13, <del>11/13/13</del>	

**Purpose**

It is important that Board Members are afforded the opportunity to keep current on legislation, policies, practices and other matters pertinent to Midpeninsula Regional Open Space District (District) business. Therefore, funds should be budgeted each fiscal year for Board attendance at conferences and trainings directly related to District business. Expenditure of District funds associated with such conferences and trainings shall not be directed to a political candidate or ballot measure, nor a contribution to any non-profit entity, but shall be used solely for actual and necessary conference expenses such as travel, lodging, food, and registration fees.

A. Each fiscal year, funds will be budgeted for Board Member attendance at conferences and trainings directly related to District business, to be allocated as follows:

~~1. **Specific Funding:** Up to \$3,000 total per fiscal year to provide for conferences assigned as follows: one conference for the President, or other Board designee (ordinarily in descending order of the elected Board officers for the year), to attend a conference related to District business, such as the annual Special Park Districts Forum; and one training for a newly elected Board Member, or for a Board Member who has not attended a particular training and now desires to do so, such as a training by the California Special District Association. In the event it is unnecessary for a newly elected Board Member to attend board member training, such as the California Special District Association Conference, a second Board Member may be designated by the Board President to attend a conference related to District business, such as the annual Special Park Districts Forum. Funding provided for in this section is intended to be exclusive of that Board Member's budgeted allowance for conference attendance noted in Section 2 below.~~

2.1. **General Funding:** Up to \$~~1,200~~3,000 per Board Member per fiscal year. Each Board Member may decide to attend appropriate general conferences or trainings related to District business up to his/her budgeted allowance of \$~~1,200~~3,000 per fiscal year without further Board approval. Attendance at such a conference or seminar will be reported to the Board at an open public meeting in advance of attendance, and a summary report of the conference itself will be reported following attendance.

~~3.2.~~ Essential Training Funding: Up to \$~~5~~2,000 total per fiscal year for the entire Board to provide for essential trainings. From time to time trainings related to executing the official duties of an elected office are offered for local government elected officials by organizations, such as the California Special District Association. Such trainings that are identified by individual Board Members, General Manager, or General Counsel, in consultation with the Board President, as essential for individual or multiple Board Member(s) shall be funded independent of the Board Member's budgeted allowance as outlined in Sections ~~1 and~~ 2 above. Attendance at such trainings will be reported to the Board at an open public meeting in advance of attendance, and a summary report of the training itself will be reported following attendance.

- B. Each Board Member shall have the discretion to use his/her full budgeted allowance of \$~~1,200~~3,000 at any time during the fiscal year. Even if serving a partial year due to such factors as appointment to serve a portion of a term to fill a vacancy, all appointed or elected Board Members are eligible to spend the full budgeted amount. However, unused funding from one fiscal year is not intended to be available to supplement another fiscal year's funding. In the event a Board Member must resign from the Board prior to the end of his/her four- year term due to illness or other cause, it is not the intention of this Policy to seek reimbursement of this conference allowance.
- C. Funding allotted to each respective Board member under this policy may be used for conference or training registration fees and travel expenses such as lodging, meal expenses, transportation, and other appropriate expenses for District business, ~~which may be calculated~~ in a manner that is consistent with the District's Administrative Policy ~~concerning Travel, Lodging, and Meal Reimbursement~~4.06 Travel, Lodging, and Meal Reimbursements, and in accordance with applicable state and federal laws.

Board Policy Manual

<p><b>Meeting Compensation, Reimbursement of Authorized Necessary Expenses for Performance of Official Duties, and Adoption of Ethics Training Requirements Pursuant to Government Code Section 53232 et seq. (AB 1234)</b></p>	<p><b>Policy 6.06 Chapter 6 – General</b></p>
<p>Effective Date: 1/30/08</p>	<p>Revised Date: 11/13/13</p>
<p>Prior Versions:</p>	

**A. COMPENSATION OF BOARD MEMBERS**

1. Pursuant to Public Resources Code Sections 5536 and 5536.5, members of the Board shall receive one hundred dollars (\$100.00) for each attendance at a Board meeting. A Board meeting includes a special meeting, a continued meeting, a closed session, a public hearing, or a meeting of a standing committee of the Board. Attendance at an ad hoc or other committee meeting shall be compensable only when determined to be so by the Board. Only Board members, who are members of the committee, or authorized substitutes appointed by the presiding officer, may be compensated for attendance at the meeting. A committee of the Board includes a committee of one and Board-appointed representatives on a committee established by other organizations. The maximum total compensation per Board member allowable under this section shall be one hundred dollars (\$100.00) per day and five hundred dollars (\$500.00) per calendar month.

**B. TRAVEL AND INCIDENTAL EXPENSES INCURRED WHILE PERFORMING AUTHORIZED DISTRICT BUSINESS**

1. Types of Occurrences and Meetings that Qualify for Expense Reimbursement. Board Members are eligible for reimbursement for actual and necessary expenses incurred in the performance of their authorized official duties as provided in Public Resources Code Sections 5536 and 5536.5 and AB 1234 as follows:

- a. Attendance at conferences in accordance with the Board’s “Budget Guidelines for Conference Attendance”, or if the Board, on a case-by-case basis, approves other conference attendance in advance, due to specific business needs of the District.
- b. Board authorized or General Manager requested, attendance at meetings with nonprofit organizations, joint powers agencies, other government agencies such as grant-funding agencies, District legislators or their staff, local, state or federal representatives, and similar meetings, when such attendance is necessary in order to effectively represent the District’s position on a matter of District concern.

2. Government and Group Rates. Airlines, hotels, rental car companies, and other businesses often make special rates available to government agencies or groups. These rates are presumed to be the most economical and reasonable rates for the purposes of this Policy and shall be obtained whenever available.

3. Transportation. Generally, travel to Board-authorized conferences or other authorized travel between points within 150 miles of the District's Administrative Office by the Board Member's private vehicle shall be at the current rate established by the Internal Revenue Service. Travel exceeding 150 miles shall be at rates not exceeding the most economical rates of a public carrier. Specific types of transportation expenses shall be reimbursed as follows:

- a. Air Travel. Board Members may be reimbursed for the cost of a roundtrip economy-class ticket, provided the amount of reimbursement does not exceed the least expensive airfare that is consistent with the Board Member's reasonable scheduling constraints.
- b. Personal Vehicle Travel. Board Members may be reimbursed for expenses incurred in traveling by personal vehicle at the current Internal Revenue Service mileage rate.
- c. Car Rental Reimbursement. Where necessary when attending a conference or other authorized travel, Board Members may be reimbursed for the expense of a rental car, provided the amount of reimbursement does not exceed the most economical and reasonable rates available. When more than one Board Member attends the event, Board Members shall share the rental car where feasible.

4.—Conference and Travel Meals. Board Members may be reimbursed for meal expenses on a per diem basis for meals consumed in conjunction with conference attendance or authorized travel. ~~The per diem rate for breakfast, lunch, and dinner shall be the daily per diem rate established by the Federal Government General Services Administration (GSA) ([www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)) for the region where the conference/training is located. Where the conference/training site or hotel includes meals in the cost of the registration, such meals shall not be included in the per diem allowance unless dietary restrictions require obtaining meals from other sources. A breakdown of allowable rates for breakfast, lunch, and dinner may be found on the GSA web page ([www.gsa.gov/mie](http://www.gsa.gov/mie)). [SS1][SJ2] in the following amounts, which include tax and gratuity up to the per diem rate, or actual expense, whichever is less:~~

<del>Breakfast:</del>	<del>\$12.00</del>
<del>Lunch:</del>	<del>\$17.00</del>
<del>Dinner:</del>	<del>\$30.00</del> [SS3][SJ4]

The above limitations do not apply to meals at conferences or authorized travel at which a fixed price meal is served as part of or during the event. In such a case, the actual cost of the meal will be reimbursed.

~~The meal reimbursement amounts set forth above will be adjusted annually effective January to reflect any changes in the most currently available Internal Revenue Service meal reimbursement rates for the Palo Alto area.~~

If a meal is provided by a conference or included in the payment of the registration fee, Board Members may not be reimbursed for meals purchased in lieu of or in addition to the provided meal, unless it is infeasible for the Board Member to attend the meal due to the need to conduct other District business.

~~For conference or authorized travel meals attended by a group of persons including a District Board Member or Members, Board Members will be deemed to have incurred a pro rata share of the meal based on the number of paid participants in the meal. Board Members shall be reimbursed for their pro rata share of the meal in an amount not to exceed the per diem meal rate limit set out in this Policy.~~

5.4. Conference and Travel Lodging. The District will reimburse lodging expenses when conference or other authorized travel reasonably requires an overnight stay, provided the amount of the reimbursement does not exceed economical and reasonable rates for lodging that meets the Board Member's reasonable scheduling and official business needs. For lodging in connection with a conference, such lodging costs shall not exceed the maximum group rate available through the conference or event sponsor, provided that the lodging at the group rate is available to the Board Member at the time of booking. If the conference rate is not available, the Board Member shall use comparable lodging and may be reimbursed at a nightly rate not to exceed the maximum group rate available through the conference.

6.5. Incidental Expense Reimbursement. Board Members may be reimbursed for actual and necessary incidental expenses incurred in connection with authorized conferences or travel. Such expenses may include reasonable and customary gratuities, parking fees, taxi fares, public transportation costs, tolls, telephone calls, internet, postage, facsimile charges, and similar incidental expense.

7.6. Conference Registration Fee Reimbursement. Board Members may be reimbursed for the expense of an authorized conference registration fee as set out in the Board's "Budget Guidelines for Board Conference Attendance" or as authorized by the Board on a case by case basis.

8.7. Other Expenses. All other actual and necessary expenses incurred in the performance of official duties that are not listed in this Policy shall not be reimbursed unless reimbursement is approved by the Board in advance of incurring the expense.

9.8. Prohibited Expense Reimbursements. Board Members shall not be reimbursed for expenses such as alcoholic beverages; spouse, domestic partner, or family member expenses; entertainment expenses such as movie, theatre, or sporting event fees; nor for fines for vehicle citations or damage to personal vehicles used in the course of District business. Exceptions can be approved by the Board when necessary to comply with the Americans with Disabilities Act or other applicable law, such as the payment for a necessary caregiver or companion to accompany a Board Member due to a qualifying disability.

### **C. CELL PHONE REIMBURSEMENT**

The District shall reimburse Board Members for the use of their personal cellular phone to conduct Board business, receive or make calls with constituents and communicate with District management. The reimbursement shall be \$32.50 per month. To be eligible for this reimbursement, the Board Member shall need to submit a completed Cell Phone Reimbursement Form to the District Clerk for processing.

### **CD. DOCUMENTATION FOR COMPENSATION AND REIMBURSEMENT**

1. Documentation Requirements. The District shall provide Board Members with expense report forms to be filed by the Member for reimbursement of actual and necessary expenses which are authorized to be reimbursed under this Policy. The form shall be used to document the expenses for which reimbursement is sought is proper under this Policy. The District shall also provide a separate form to document compensable meetings.

a. Time for Filing Forms. Board Members must file expense report forms within thirty (30) calendar days of incurring the expense in order to receive reimbursement. The expense report forms shall be accompanied by itemized receipts for items documenting each expense. Compensation forms shall also be filed within thirty (30) calendar days of the meeting for which compensation is sought. In the event a Board Member is unable to file such forms within thirty (30) days due to extenuating circumstances, such as his or her absence from home or illness, the Board Member shall file such forms as soon as feasible. In no event shall such forms be filed later than ninety (90) days from the compensable meeting or incurring of the expense. If a Board Members fails to file a timely reimbursement or compensation form, the Board Members shall be ineligible to receive the requested payment.

b. Offset of Amounts Due the District. If a Board Member has reimbursable expenses or compensation due from the District, and that Member owes any amounts to the District, such amounts due shall be deducted from the reimbursement or compensation otherwise due to the Board Member.

c. Public Records. All documents related to reimbursable expenses are considered public records subject to disclosure under the California Public Records Act.

2. Report to Board Regarding Compensable Activities. Board Members shall provide brief reports on meetings attended for which compensation is provided by this Policy at the next regular Board meeting attended by the Board Member. The report may be made orally during Board Informational Reports, or in writing. If provided in writing, the Board Member shall state at the meeting that he or she is submitting to the District Clerk a written report of compensable meetings attended.

### **DE. ETHICS TRAINING PURSUANT TO AB 1234**

Each Board Member shall receive at least two hours of training in general ethics principles and laws relevant to his or her public service every two years. The District shall annually provide information on training alternatives available to Board Members to meet the requirements of AB 1234. The District shall maintain documentation of the dates that Board Members received this training and the entity that provided the training.








**MIDPENINSULA REGIONAL OPEN SPACE DISTRICT  
BOARD OF DIRECTORS  
CELLULAR PHONE REIMBURSEMENT FORM**

Name: \_\_\_\_\_

Request	
Plan Provider: _____	
Cell Phone #: _____	
<div style="border: 1px solid black; height: 40px; margin-top: 10px;"></div> _____ Signature	

Received	Administrative Services	
_____ District Clerk Signature	<i>Route in order to:</i>	<i>Initial/Date</i>
	Admin Services Receptionist	
	Human Resources	

	<b>Travel, Lodging, and Meal Reimbursements</b>	<b>Administrative Procedure Manual</b>  <b>Chapter 4 - Fiscal and Budget</b> <b>Procedure 4.06</b>
		Responsible Department: Administration
Effective Date: 03/01/16		Attachments: None
Prior Versions: 09/12/14, AP-77-2, AP-78-10, AP-83-6, 08/01/05		

## Purpose

The purpose of this policy is to identify and clarify those instances for which the District will reimburse employees for travel, lodging, and meal expenses. This policy applies to all full and part-time District employees (including interns) authorized to incur expenses on official District business.

## Definitions

*District Business* – District business consists of those authorized activities performed by an employee of the District, acting within the scope of his/her employment, on behalf of the District. This includes attendance at meetings, trainings, and conferences that enhances the professional development and knowledge of District staff.

*Headquarters* – Headquarters is defined as the location where the employee most frequently reports for work or spends the greatest portion of regular workdays or working time.

*Local Travel* – One day events not requiring commercial travel or lodging.

*In-State Travel* – Events within the state of California that require lodging and/or commercial travel.

*Out-of-State Travel* – Events located outside the state of California that require lodging and/or commercial travel.

*Travel Expenses* – Travel expenses include lodging and meal expenses, transportation, and other appropriate expenses for District business. The term “travel expenses” does not include those expenses related to the employee’s daily commuting expenses between his/her residence and work during the scheduled work week.

- *Transportation expenses* consist of charges for commercial carrier fares; private car mileage allowance; parking fees; fuel (unless private car mileage allowance is authorized); bridge and road tolls; necessary bus, taxi, rental car, and other charges essential to transport the employee to and from his/her residence or official headquarters to the location of the meeting, training, conference, or other District business.

- *Business expenses* consist of the charges related to travel such as business phone calls, unforeseeable equipment or supply purchases, and other expenses necessary for the completion of District business.

## Policy and Procedure

### I. General Provisions

- A. The policy of the District is that costs for travel in conjunction with conducting District business shall be kept at a minimum. Staff will select the most economical travel arrangements, whenever possible, considering direct costs as well as staff time. Employees will be reimbursed for actual and necessary expenses incurred by the employee while conducting District business.
- B. The District will not reimburse any expenses for family members or guests.
- C. Expenditures for nonessential or personal items such as alcohol, newspapers, movies, or entertainment are not considered business expenses and therefore are not reimbursable.
- D. An employee is required to request and receive prior approval for all expenses that may be reasonably anticipated in the course of travel. If the travel is for a conference or training, the employee must complete the *Professional Conference & Training Expense Form* and submit it to the approving official prior to making travel arrangements.
- E. Approval authority for travel is as follows.
  1. Local Travel shall be approved by the Department Manager.
  2. In-State Travel shall be approved by the Assistant General Manager.
  3. Out-of-State Travel shall be approved by the General Manager.
- F. Travel reservations for airline tickets, lodging, and rental cars shall be made using the District's online Concur Travelstore (go to <http://www.caltravelstore.com/> and click on Concur login) with exceptions within this policy as outlined below. Employees may use an alternate means to reserve travel if greater cost savings can be achieved or a related training/conference provides a discounted rate for these types of travel reservations.
- G. The General Manager or designee is authorized to provide interpretations and take such action as may be necessary or appropriate to implement this policy.

### II. Lodging

- A. The District will normally reimburse an employee for the actual lodging expenses for hotel accommodations arranged by the conference/training organizer, which should not exceed the published room rate, plus taxes and parking.

- B. In the case of lodging other than at the conference/training site, or while on other District business, the employee will be reimbursed for the lowest appropriate lodging available, taking into consideration the employee's safety, distance to the conference/training/business site, and the quality of available lodging.
- C. In the event an employee would like to attend an approved but optional conference/training and the department's budget is not sufficient to cover the cost of the accommodations, the employee may elect to pay for a portion of the accommodation cost in order to participate. Any such cost sharing arrangement must be agreed upon in advance as part of the "prior approval" process.

### III. Meals

- A. The per diem rate for breakfast, lunch, and dinner shall be the daily per diem rate established by the Federal Government General Services Administration (GSA) ([www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)) for the region where the conference/training is located. The District will provide to employees an amount not to exceed GSA per diem for meal expenses, including tax and tip. The per diem will be generally be paid in advance of travel, or where not practicable as determined by the employee's supervisor, after travel.
- B. The specific meals that will be covered during travel must be agreed upon in advance with the department manager, with the following limitations:
  - 1. Where the conference/training site or hotel includes meals in the cost of the registration, such meals shall not be included in the per diem allowance unless the employee has dietary restrictions that require obtaining meals from other sources in accordance with VII, Variations from the Guidelines, below. A breakdown of the allowable rates for partial travel days may be found on the GSA web page (<http://www.gsa.gov/portal/content/101518>).
  - 2. When the trip has a duration of 24 hours or less, breakfast may be claimed if the travel requires the employee to leave his/her residence two (2) hours or more before the start of their normal shift; dinner may be claimed if the travel requires an employee to return to his/her residence two (2) hours or more after the end of their normal shift.
  - 3. In order to claim reimbursement for a business-related meal not connected with a conference or training, the meal must be for the purpose of meeting with an outside business related contact, such as a consultant or other agency representative, and must be approved in advance by the employee's department manager.
  - 4. Alcoholic beverages are not a reimbursable expense.

### IV. Travel

- A. **Mileage Reimbursement** – When an employee is approved to use his/her own vehicle for travel, the reimbursement rate will be at the mileage rate established by the Internal Revenue Service.

**B. Vehicle Rental**

1. When approved to rent a vehicle, an employee shall use the District's Concur Travelstore whenever possible. Vehicles rented through Concur include loss damage waiver and \$250,000 Third Party Liability Insurance coverage.
2. If unable to rent a vehicle through the Travelstore, the vehicle rental should be paid with the District's Bank of the West credit card which covers vehicle loss damage waiver.
3. If using a form of payment other than the Concur Travelstore or a District credit card, the employee shall purchase the vehicle liability and loss waiver coverage offered by the rental company.
4. Vehicle rentals should result in the lowest appropriate cost to the District.

**C. Non-Local Travel**

1. For non-local travel, reimbursement will be made for the method of transportation that is most economical, considering both direct expense and the employee's available time.
2. An employee may use a more expensive form of transportation but will be reimbursed at the least expensive form of transportation as determined by the District (i.e. first class air versus coach).
3. Exceptions to this procedure may be allowed in the case where a disability accommodation has been requested and approved in advance by Human Resources.

**D. Local Travel**

1. Staff is encouraged to use a District vehicle and gas credit card for local travel.
2. If an employee elects to take his/her personal vehicle, and has been approved to drive his/her personal vehicle under the *Vehicle Use Authorization and Proof of Insurance Requirements Administrative Policy*, the employee will be reimbursed for mileage in accordance with that policy.
3. When an employee travels from his/her home directly to a business related event, the reimbursement request shall include only those miles which exceed the number of miles the employee normally commutes to work on that particular day of the week.

**E. Employee Personal Business**

In the event that an employee elects to conduct any personal business during a District business trip, the employee will be responsible for any expense incurred for such personal business.

**V. Travel Advances**

- A. A travel advance may be requested when it is not feasible to use the District's credit card or when the employee chooses not to use his/her own credit card. Travel advances

must be requested a minimum of two (2) weeks prior to travel, and must be approved by the department manager.

- B. Advances for registration fees or lodging costs will be made at 100% of the published rate.
- C. Travel advances for anticipated meal expenses will be given for the per diem rate established by the GSA for the region where the conference/training is located. Staff shall provide a copy of the appropriate per diem rate to the *Professional Conference & Training Expense Form* when submitting to their department manager for approval ([www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)).

## VI. Recordkeeping

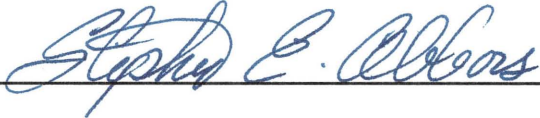
- A. Employees must keep accurate and complete records of actual expenses incurred, including receipts and other proof of payment. Employees will not be reimbursed for costs that are not properly documented.
- B. Employees shall submit all records of expenses within two (2) weeks of completion of the event or travel, unless an exception is approved by the Assistant General Manager, and must be submitted in time for the costs to be expensed within the fiscal year that the expenses are incurred and budgeted.
- C. If the travel was for a conference or training, the employee must complete the *Professional Conference & Training Expense Form* and submit it to the department manager for approval and then forwarded to Human Resources and Finance staff.

## VII. Variations From the Guidelines

Employees requesting variations from these guidelines must have them approved in advance by the General Manager or designee.

## VIII. Exceptions

- A. This policy shall not apply to mandatory extended training (longer than one week in duration), such as the Ranger's Law Enforcement Academy. Reimbursement rates for extended training will be developed by the individual department concerned and communicated to the employee in advance of the training.
- B. In the event of any conflict between this Policy and the provisions of State or Federal law or a Memorandum of Agreement between the District and any recognized employee organization, those provisions will supersede this policy.

<b>General Manager's Signature:</b>	 _____
<b>Dated:</b>	<u>3.22.16</u> _____

Related Policies and Procedures: Board Policy 6.04 *Budget Guidelines for Board Conference Attendance*; Administrative Procedure 4.02 *District-Issued Credit Card Policy and Procedure*; Administrative Procedure 4.08 *District-paid Food Purchases*