


Doc Number: A-77		
Doc Name: Board of Directors Expense Reimbursement Policy		
Revision No: 1	Owner: Agency Mgmt.	Page 1 of 3
Effective: 3/16/15		

EXECUTIVE SUMMARY


The Board of Directors (Directors) of the Inland Empire Utilities Agency (Agency) often are required to attend conferences, seminars and training events pertinent to Agency business. At times related costs are paid in advance, while other times the Directors pay out-of-pocket and need to be reimbursed.

This policy is in line with the Agency's business goal, Business Practices key objective of cultivating a positive and transparent relationship with its stakeholders.

REVISION AND APPROVAL HISTORY

<i>REVIEWER</i>	<i>REVISED SECTION / PARAGRAPH / PAGE</i>	<i>REVISION</i>	<i>REVIEW DATE</i>	<i>RELEASED DATE</i>	<i>APPROVED</i>
<u>[First Last Name]</u>	<u>Entire Policy</u>	XX	MM/DD/YYYY	MM/DD/YYYY	<u>[First Last Name]</u>
Stephanie Riley	Entire Policy	01	10/25/2014	3/16/2015	Christina Valencia

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Doc Number: A-77		
Doc Name: Board of Directors Expense Reimbursement Policy		
Revision No: 1	Owner: Agency Mgmt.	Page 2 of 3
Effective: 3/16/15		

1. POLICY

The guiding principle of the policy is to provide the process of reimbursement for the Board of Directors of the Inland Empire Utilities Agency.

2. PURPOSE

The purpose of this policy is to comply with the provisions of Government Code Sections 53232; 53232.1, 53232.2 and 53232.3, as may be amended from time to time. This policy shall be applied in the implementation of the Board Compensation Ordinance of the Inland Empire Utilities Agency, as may be amended from time to time. Enacted Assembly Bill 1234 provides amendments to the California Government Code, which requires the enactment of policies by public agencies relative to director compensation, and reporting of reimbursement of expenses incurred by public officials in performing official duties.

3. SCOPE

This policy applies to the Board of Directors and is designed to demonstrate the process of reimbursement for attending conferences, seminars and training that pertain to the Agency.

4. DEFINITIONS

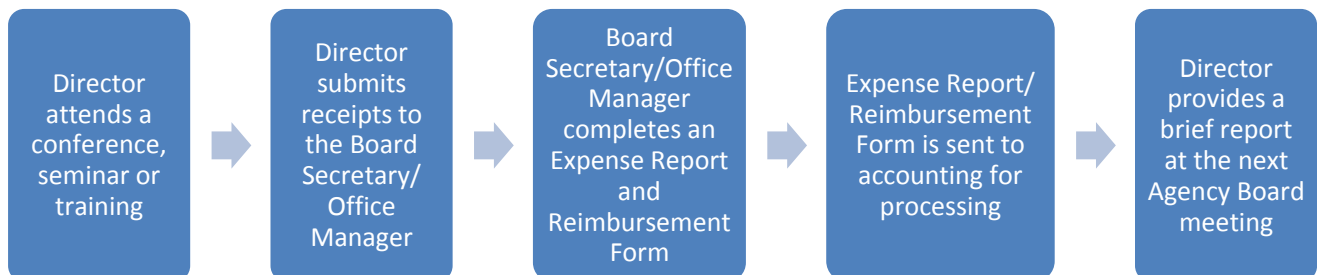
4.1 Board of Directors (Directors) – shall mean the IEUA Board of Directors.

4.2 Agency- shall mean Inland Empire Utilities Agency.

4.3 Director- shall mean a member of the Board of Directors of the Agency or an appointed representative to the Metropolitan Water District of Southern California Board of Directors and outside Committee Members.


5. PROCEDURES

5.1 Process Flow –



5.2 Reimbursements associated with attendance of a conference, seminar or training by a Director-

- A. Whenever possible, registration fees for conferences, seminars, training sessions including training required under Government Code Section 53234 et seq., shall be paid

Doc Number: A-77		
Doc Name: Board of Directors Expense Reimbursement Policy		
Revision No: 1	Owner: Agency Mgmt.	Page 3 of 3
Effective: 3/16/15		

by the Agency in advance, otherwise, the Director shall be reimbursed for such expense by:

1. Submitting receipts for expenses to the Board Secretary/Office Manager within 10 days of incurring the expense.
 2. The Board Secretary/Office Manager completes an Expense Report and Reimbursement Form and submits it to Finance & Accounting for processing.
- B. All documents related to reimbursable expenditures, including expense reports are public records subject to disclosure under the California Public Records Act.
1. Personal information including credit card numbers may be redacted from any documents.
- C. The following expenses are not reimbursable: alcoholic beverages, parking or traffic violation fines, personal phone calls, auto repairs, auto insurance, the personal portion of any trip, personal losses incurred while performing Agency business.
- D. Director must provide a brief report of the conference, seminar or training during the next Agency Board of Director meeting.
1. If multiple Directors attend the same event, a joint report may be made.

5.3 Penalties for violations of the codes above are set forth in Government Code Section 53232.4

6. RESPONSIBILITIES

- 6.1 Board of Directors: Submit all receipts to the Board Secretary/Office Manager within 10 days of incurring an authorized expense.
- 6.2 Board Secretary/Office Manager: Generate expense report(s) for the Director(s) and submit to Finance and Accounting for payment.
- 6.3 Finance & Accounting Department: Process the expense report and issue payment reimbursement to the Director if necessary.

7. REFERENCES

- 7.1 [Expense Report](#)
- 7.2 [Board Compensation Ordinance](#)