

DRAFT COMMITTEE MEMBER TRAVEL EXPENSE REIMBURSEMENT POLICY

The Santa Cruz County Regional Transportation Commission (RTC) committees function best when all committee membership and alternate positions are filled. RTC committee members serve without compensation. RTC committee members, who are not on the staff of an appointing agency and who have completed an ethics training course (pursuant to Assembly Bill 1234 of 2005), shall be eligible to receive reimbursement for direct transportation expenses for travel to and from committee meetings. Reimbursement requests are voluntary. as follows:

- Reimbursement shall not exceed \$25 dollars per committee meeting;
- Reimbursements shall be requested within up to 90 120 days following of expenditure;
- Reimbursements shall be submitted to the RTC staff person assigned to the committee and require approval of the administration services officer and executive director or designee;
- Reimbursement request requires a completed and signed Committee Member Travel Expense Reimbursement Form. Committee Member Travel Expense Reimbursement Form must be submitted and accompanied by:
 - a receipt for expense, or other verifiable documentation of transportation;
 - a copy of the approved committee meeting minutes or sign-in sheet;
- Eligible transportation expenses include:
 - vehicle mileage at the IRS allowable rate
 - bicycle mileage at the Caltrans allowable rate
 - vehicle and bicycle parking while attending committee meetings
 - transit pass up to the cost of one day pass
 - paratransit service
 - taxi service, if other transportation options are not available
- Non-eligible expenses include, but are not limited to, parking and traffic tickets, travel expenses to and from subcommittee meetings, travel costs to and from outside of the County of Santa Cruz