

**MONTEREY PENINSULA REGIONAL PARK DISTRICT  
BOARD OF DIRECTORS MEETING**

**DATE:** August 7, 2019  
**TO:** Board of Directors  
**FROM:** Kelly McCullough, Finance Manager  
**REVIEWED BY:** Rafael Payan, General Manager  
**SUBJECT:** Consider and Approve Revisions to the Meeting and Travel Expense Reimbursement Policy

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**RECOMMENDED ACTION**

Staff respectfully recommends that the Board review minor updates and clarification to the Meeting and Travel Expense Reimbursement Policy (**ATTACHMENT 1**).

**FISCAL IMPACT:**

Not applicable, this is a policy update.

**FUNDING SOURCE:**

Not applicable, this is a policy update.

**FUNDING BALANCE:**

Not applicable, this is a policy update.

**DISCUSSION:**

The Board considered and approved the Meeting and Travel Expense Reimbursement Policy on May 5, 2014. The policy has always required itemized receipts for expenses, however, it is in need of minor updates to clarify throughout the entire document that all receipts for both Board members and staff must be itemized receipts. In addition, the guidelines for meal costs need to be updated, since they have not been updated since 2014. There is a suggested increase of \$6 for breakfast and \$1 for lunch and a suggested decrease of \$2 for dinner (**ATTACHMENT 1**). The suggested rates for meals in the policy are obtained from the GSA Meals & Incidentals (M&IE) Breakdown.

Staff recommends that the Board consider and approve the changes to clarify requirements of receipts and update the M&IE rates, to the Meeting and Travel Expense Reimbursement Policy as attached (**ATTACHMENT 1**).

**ATTACHMENTS:**

1. [Meeting and Travel Expense Reimbursement Policy](#)