

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

DATE: April 5, 2023
TO: Board of Directors
FROM: Kelly McCullough, Finance Manager
REVIEWED BY: Rafael Payan, General Manager
SUBJECT: Review and Approval of Revised Meeting and Travel Expense Reimbursement Policy

SUMMARY:

Staff respectfully requests the Board review and approve the attached Meeting and Travel Expense Reimbursement Policy (Policy) revision (**ATTACHMENT 1**). The Policy was last updated August 7, 2019. The red-lined version is attached for review. Highlights of the revisions are noted below in the Discussion section of this report.

FISCAL IMPACT:

N/A, this is a proposed policy revision.

FUNDING SOURCE:

N/A, this is a proposed policy revision.

FUNDING BALANCE:

N/A, this is a proposed policy revision.

DISCUSSION:

Periodically the District Policies require review and updates to make necessary changes in law, direction, rates, or to clarify ambiguous language.

The attached Meeting and Travel Expense Reimbursement Policy shows proposed updates in red. Those updates include:

1. Clarification that mileage rates apply to electric, hybrid, gas and diesel vehicles;
2. Instructions regarding GSA rates to be considered for the area you are traveling to, if out of state;
3. Updated language regarding meal allowance per current GSA rates and note that this will automatically adjust annually to current calendar year GSA rates;
4. Definition of "incidental expenses;"
5. Updated language on meal or light refreshments for business meetings and volunteer events;
6. Addition of room service and additional gratuity fees as unauthorized expenses.

RECOMMENDED ACTION:

It is recommended that the Board approve the proposed updates to the Meeting and Travel Expense Reimbursement Policy.

ATTACHMENTS:

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