

SAN DIEGO COUNTY EMPLOYEES RETIREMENT ASSOCIATION
POLICY ON BOARD EDUCATION AND TRAVEL PROCEDURES

I. TRAVEL AUTHORIZATION

- A. Travel to a destination outside of San Diego County by a board member ("board member" includes alternates and members of any committee for purposes of this procedure) requires prior approval of the Board.
- B. Travel to a destination within San Diego County, with expenses limited to mileage and/or parking only, does not require prior authorization. If other expenses are involved, the same rules are applicable as for travel outside the County.
- C. The Board may ratify prior unapproved travel for good cause explained in written communication to the Board.

II. LIMITATION ON MEETING FOR BUSINESS PURPOSE

- A. This policy covers travel to attend conferences, meetings and events related to SDCERA business. Non-SDCERA related travel shall not be reimbursable.
- B. Travel and attendance at events by multiple board members shall be conducted so as not to violate the provisions of the Ralph M. Brown Act (Government Code Section 54950 et. seq.).

III. COSTS OF ADMINISTRATION

- A. Travel expenses of board members shall be direct costs of administration to SDCERA and may not be paid by third parties without express authorization of the Board.
- B. Travel expenses that are paid by third parties authorized as provided in section III A. of this policy shall be disclosed by such board members in accordance with the provisions of the California Political Reform Act, including Government Code section 89506.

IV. AUTHORIZED EXPENSES

- A. Authorized expenses for travel for SDCERA board members will be reimbursed as provided in the guidelines set forth on the attached Schedule A.

V. CLAIMS FOR REIMBURSEMENT

- A. If mileage and/or other travel-related expenses are claimed for SDCERA business, the appropriate SDCERA travel form(s) provided to the Board member by staff must be completed and sent to accounts payable for processing.
- B. Travel reimbursement for mileage for elected Board members who are County employees for the purpose of attending SDCERA meetings will be reimbursed by SDCERA only from the trustee's normal work site (which may be the home) to the meeting site and return to work site.

VI. FILING CLAIMS

- A. Claims for reimbursement of mileage and travel expenses shall be submitted at least once each calendar quarter following completion of the travel for which expenses are claimed.

VII. ATTENDANCE AT PUBLIC RETIREMENT SYSTEMS MEETINGS

- A. Members of the Board are authorized to attend the following without board approval:
1. Regular meetings of the State Association of County Retirement Systems (SACRS);
 2. CALAPRS annual trustee meetings;
 3. Meetings of any SACRS committee to which an SDCERA board member has been appointed;
 4. Investment-related programs offered by Wharton School of Business;
 5. CALAPRS "Principles of Pension Management at Stanford;"
 6. SACRS Public Pension Investment Management Program at UC Berkeley Haas School of Business; and
 7. Regular conferences of the California Retired County Employees Association.

VIII. ADVANCE PAYMENTS

- A. Registration fees and hotel payments may be paid by SDCERA in advance; however, immediate notification to the Chief Executive Officer's office of any cancellation of attendance will be the responsibility of the person traveling.

IX. EXPENSES FOR SPOUSES

- A. Expenses of spouses and/or traveling companions are not reimbursable by SDCERA.

X. LIMITATION ON EXPENSES INCURRED

- A. Expenses incurred for travel shall not exceed that which is usual and reasonable. When meeting, conference, or seminar agendas calendar substantive content prior to 9:30 a.m., travel and arrival the evening before is authorized. When substantive content continues after 5:00 p.m., lodging for that night is authorized. Lodging and per diem for extra days prior or after a conference will be reimbursed if such extension results in lower overall trip costs.

XI. PUBLIC TRANSPORTATION AND CAR RENTALS

- A. Normally, individuals will be expected to use public transportation (which generally includes buses, shuttle services and taxis), unless it is more economical to rent a car, pay for parking, fuel, etc. Reimbursement of rental car costs must be authorized in advance by the Chief Executive Officer.

XII. CANCELLATION OF TRAVEL AND LODGING ARRANGEMENTS

- A. Board members are responsible for timely cancellation of travel and lodging arrangements made on his/her behalf that will not be used so that no costs will be incurred by SDCERA.

XIII. RESPONSIBILITY FOR TRAVEL AND LODGING COSTS

- A. Costs incurred by SDCERA as a result of non-cancellation of travel and lodging arrangements in a timely manner will be the responsibility of the board member.

XIV. AIR TRANSPORTATION

- A. Air travel should be arranged through the Retirement Office. Board members who make their own air transportation must ensure the costs of such travel arrangements are usual and reasonable.

XV. TRANSPORTATION EXPENSE IN LIEU OF AIRFARE

- A. Reimbursement for transportation expense in lieu of airfare will be limited to the standard fare as deemed to be usual, reasonable and available at the time that travel is approved. Where ground travel is utilized in lieu of air transportation, reimbursement shall be limited to the cost that would have been incurred for air transportation, car storage, shuttle and associated air transportation costs.

XVI. LIMITATION ON ATTENDANCE AT SEMINARS AND CONFERENCES

- A. Every board member is authorized to attend up to five approved seminars/conferences outside San Diego County each fiscal year in addition to the two SACRS conferences. No more than one of the five (5) may involve travel to a destination outside the United States.
- B. Exclusions to the five trip limitation are: (1) due diligence trips which include a manager or a concept on which the Board has established consensus interest of hiring or pursuing, (2) trips involving functions in committees to which a board member is assigned/selected, i.e., SACRS Program/Education Committee, CALAPRS Planning Committees, (3) Seminars and conferences within San Diego County where travel expenses will only be mileage or registration (no lodging) and (4) conferences where the board member is a guest speaker (not moderator) and some expenses have been donated to the association.

XVII. QUARTERLY TRAVEL REPORTS

- A. The Chief Executive Officer shall submit a monthly report to the Board listing the planned conference attendance for trustees. A quarterly travel expenditure report covering trustee travel outside San Diego County shall also be provided the Board. Such report shall identify the attendee, location, cost and purpose of travel.

XVIII. WAIVER OF POLICY

- A. The Board may waive any provision of the policy if it determines that extraordinary circumstances indicate that such waiver is in the best interests of SDCERA.

REVIEW

This policy shall be reviewed by the Board at least every two (2) years and may be amended at any time.

HISTORY

July 6, 1995	Adopted
April 1, 2004	Revised, effective July 1, 2004
April 7, 2005	Amended
November 1, 2007	Revised, effective immediately
April 5, 2012	Revised, effective immediately
December 3, 2015	Revised, effective immediately

SCHEDULE A

TRAVEL EXPENSE REIMBURSEMENT SCHEDULE

Amounts which can be reimbursed for lodging and meals are:

- LODGING:** Reimbursement for lodging will be limited to a standard class single room rate plus required taxes and/or fees.
- MEALS:** Meals may be claimed per the IRS Guidelines for high cost areas in effect at the time of the travel, with supporting receipts.
- INCIDENTAL EXPENSES:** Incidental expenses may be claimed per the IRS Guidelines for high cost areas in effect at the time of the travel, with supporting receipts when available. In addition, Internet access fees, with supporting receipts, are also reimbursable over and above the per diem rate.
- AIRPORT PARKING:** Parking in long-term lots will be reimbursed at current rates (receipt required).
- PORTERAGE:** Maximum reimbursement for portorage is \$5.00 per day of travel.
- MILEAGE:** Mileage may be claimed on a mileage form using the IRS Guidelines in effect at the time of the travel.