

Stanislaus County Employees' Retirement Association

TRAVEL POLICY

December 18, 2018



1. INTRODUCTION

Policy Statement

Stanislaus County Employees' Retirement Association (StanCERA) business requires necessary periodic travel by its' board members and staff beyond their offices or locations of normal work activities. StanCERA shall pay for business expenses when reasonable and directly related to conducting business outside the jurisdictional boundaries of Stanislaus County. Board members and staff shall exercise prudent judgement and show proper discretion for accountable and economic use of StanCERA funds.

1.1 GENERAL

StanCERA's Executive Director is accountable to the Retirement Board and the public for funds and assets entrusted to StanCERA. StanCERA Executive Director or his/her designee is responsible for administering and ensuring compliance with this policy. StanCERA designee shall be determined by the Executive Director in writing which will include those items the designee is authorized to approve.

Approved education and travel expenses for Board and staff members shall be direct costs of administration of StanCERA (or directly charged to investments for financial reporting in the case of education and travel expenses for investment staff) and may not be paid through third party contracts or otherwise without express written authorization of the Board of Retirement. All travel and education expenses shall be included in the StanCERA annual budget and approved by the Board of Retirement. Due diligence expenses, as authorized by the Board, shall not be treated as costs of administration.

All travel must be for business or education related purposes. This may include, but is not limited to the following: conventions, conferences, trainings, seminars, meetings and due diligence trips. Each Board member and staff is expected to exercise good judgement when incurring travel expenses.

Trustees will report to the Retirement Board, at the next regularly scheduled Board meeting after the travel, which conference/training they attended using Exhibit B template of this policy. At a minimum the report will include the conference/training name, the date or dates of the conference/training, what was good about the conference/training, and if the conference/training would be recommended and why.

1.2 TRAVEL APPROVAL

Reimbursement for travel expenses for a Board member or the Executive Director to attend an educational conference or seminar (or other type of meeting or event) not listed in Exhibit A requires prior approval of the Board of Retirement. All reimbursement for travel expenses for an employee of StanCERA to attend an educational conference or seminar (or other type of meeting or event) not listed in Exhibit A requires the prior approval of the Executive Director or his/her designee.

Upon the recommendation and justification of the Executive Director, trustee and staff travel outside the continental United States will be approved on a case by case basis by the Internal Governance Committee.

For any other type of meeting, conference or event not listed in Exhibit 'A' written authorization to attend (electronic or hard copy) shall be obtained prior to incurring any expenses related to travel.

A Travel Authorization Form shall be completed prior to any StanCERA staff or Board member beginning the trip. All travel authorizations must be supported by written documentation including the business purpose for the travel. Documentation should include but not be limited to a copy of the conference agenda item, date, location, training information, sponsor and registration fee.

1.3 PAYMENT FOR TRAVEL EXPENSES

Stanislaus County Purchasing Cards are the preferred method of payment for travel expenses and are governed by StanCERA's Purchasing Card Policy. Payroll reimbursement and check request reimbursement are also acceptable methods for payment of travel expenses incurred.

Claims for reimbursement pursuant to this policy must be submitted within 30 days following return to Stanislaus County.

Itemized receipts must be submitted for each purchase, along with the approved Travel Authorization Form. Documents that substantiate the expenses must be submitted including but not limited to, business purpose for the travel, agenda for the conference, copy of the hotel folio, airfare, and proof of mileage including destination and total miles either one way or both ways. *Items charged to the purchasing cards shall be excluded from the reimbursement claim being made through payroll or the check request reimbursement process.*

If, at the conclusion of a business-related trip, it would be impractical for a Board member or staff to return home the same day and arrive prior to 10:00pm California time (due to the distance that must be traveled, or the unavailability of a return flight), the Board member or staff will be authorized for one additional night of lodging.

When a receipt is misplaced or an itemized receipt not available, a Misplaced Receipt Form must be completed and signed by the trustee or employee within 30 days of the travel date and signed by the Executive Director or his/her designee certifying the expense was a valid StanCERA travel expense.

1.4 GENERAL TRAVEL ARRANGEMENTS

StanCERA Board members and staff are encouraged to take advantage of government discounts, Internet travel discounts or travel agency's special rates available for car rentals, hotels and other incidental travel requirements.

The Executive Director or his/her designee shall make a determination to include such factors as employee schedules, distance, weather conditions, meeting participation or emergencies when approving travel expenses for extended travel

time before or after a conference, or seminar, etc. Written documentation for the business purpose of the travel should include the approval for extended travel time, such as setting up prior to an early morning meeting.

Receipts for car rental or lodging that include multiple StanCERA individuals traveling together must list the names of all individuals included in the detailed receipt.

Board members and staff who are not able to honor a reservation will be responsible for contacting StanCERA for canceling reservations in compliance with the terms of the hotel, airline, etc. Any charges to StanCERA or lost refunds resulting from failure to cancel a reservation without cause shall be charged to the Board member or staff unless it can be shown that such failure to cancel the reservation was the result of circumstances beyond that individual's control.

2. TRAVEL POLICY PROVISIONS

2.1 TRANSPORTATION

The Executive Director or his/her designee is responsible for ensuring the most practical method of transportation is selected. Factors that may be considered include salary cost, staff schedules, ADA accommodations, distance of travel, and StanCERA priorities.

Reimbursement for travel by commercial aircraft shall be approved by the Executive Director or his/her designee. Board members and staff are not authorized to travel First Class, unless upgraded for free by the airline or emergency conditions exist, without prior authorization by the Executive Director or his/her designee. The Executive Director or his/her designee may approve exceptions to the foregoing when it is necessary or desirable to meet the business obligations of StanCERA.

The Executive Director or his/her designee may approve any mode of vehicle travel such as; private vehicle, rental car, or taxi. For liability reasons, Board members and staff who choose to transport a spouse, companion, or other in a rental vehicle shall be required to rent said vehicle at their own expense and then submit a claim for reimbursement upon their return. StanCERA staff and County employees on the Board of Retirement who receive a car allowance are prohibited from checking out a County vehicle or County-contracted rental vehicle for in-county travel.

In County travel does not require an approved Trip Authorization. Out of County does require an approved Trip Authorization. Both in County and out of County mileage reimbursement requests must be documented with proof of the mileage using the current mileage chart maintained by Stanislaus County Auditor-Controller's Office, or odometer readings, or Internet map services mileage calculations such as MapQuest or Google Maps.

StanCERA follows the Federal Travel Regulations contained in Title 41 of the Code of Federal Regulations, Subtitle D, Chapter 301 regarding mileage reimbursement. Board members or staff who elect to use their personal automobile for travel will be reimbursed for mileage to the point that does not exceed the cost of a reasonable round-trip ticket between Stanislaus County and the destination city plus salary costs

(if employee) since travel time is compensable time when the employee is the driver (see Section 2.2). Board members and staff must comply with applicable state laws regarding insurance coverage.

2.2 TRAVEL TIME

One-Day Trips – Time spent traveling as part of an employee's daily work activity during regular work hours is FLSA (Fair Labor Standards Act) compensable work time. This includes travel from one job site to another, or travel from a designated meeting place to a job site. For example, the employee reports to work as usual at 8:00am and then drives to a 10:00am meeting/training in another county.

Time spent traveling outside of regular work hours is FLSA compensable work time if the travel is from home to an alternate worksite outside the County for a one day special assignment/training/meeting. For example, the employee leaves home at 6:00am to travel to Sacramento for a meeting at 8:00am. The employee is compensated for the travel time regardless if he/she is the driver or the passenger. However, the department should adjust the employee's work schedule to avoid any overtime liability whenever possible.

Overnight Travel – Overnight travel is FLSA compensable work time. Travel by an employee who will be away from home overnight is work time only during those periods that coincide with the employee's regular working hours (e.g., 8:00am to 5:00pm). Such time is counted as hours worked even if it occurs on a non-working day such as Saturday or Sunday. Travel outside of regular working hours as a passenger in a plane, train, boat, bus, or automobile does not qualify as hours worked, unless work is performed while traveling. Travel time is only compensable if the employee is the driver.

2.3 MEALS

Two options are available for meal reimbursement.

- A. Trustees and staff may provide receipts for reimbursement of meals outside Stanislaus County. When purchasing a meal personally or with a County Purchasing Card, the meal receipts must be itemized. The following are guidelines for meal limits. Any reasonable overages to these guidelines will be approved, reimbursed, and approved by the Board on a quarterly basis.

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$35.00

- B. Reimbursements for meals outside of Stanislaus County may be made Per Diem which is determined annually by the U.S. GSA, effective the first pay period after October 1st. Please refer to the rate that corresponds to your destination site at the GSA website <http://www.gsa.gov/portal/category/100120>. The first and last calendar day of travel will be reimbursed at 75% of the daily rates.

Under this option, the meal allowances for breakfast, lunch, dinner, and incidentals are combined into one amount. The description for incidental expenses includes fees and tips given to porters, baggage carriers and hotel staff. Employees are eligible for payroll reimbursement at a flat rate and are not required to provide receipts for reimbursement. Board members are eligible for check request reimbursement and are not required to provide receipts for the reimbursement.

IN-COUNTY MEALS

With Executive Director or his/her designee written prior approval, in-county meals are allowable when incurred in conjunction with StanCERA business meetings or special projects, oral interview boards, and/or recognized trainings where the employee's attendance is required all day without a discretionary lunch period and the meal cannot be claimed through another agency. Meals provided as part of training or meetings that exceed meal rates are allowable and are not considered exceptions. The business purpose of the in-county meal must be documented and retained with the accounting records as support and for audit purposes.

2.4 OTHER ALLOWABLE TRAVEL EXPENSES

Allowable Tips:

- Transportation that takes you between an airport or station and your hotel and the hotel to the temporary work location or meeting place – 10% to 15% of the fare
- Food and beverages (included in meal allowance limits)

Miscellaneous Out-of-Pocket Expenses including but not limited to:

- Internet service necessary to conduct business related to the function
- Taxi, trains, Uber etc. fares
- Streetcar, city bus, ferry fares and road tolls
- Parking expenses

Itemized receipts are required for any miscellaneous out-of-pocket expenses in excess of \$15.

2.5 PROHIBITED PURCHASES

- Costs incurred by or related to a spouse or companion
- Alcoholic beverages
- Any type of tobacco
- Personal expenses such as; laundering, barbering, massages, tips other than those allowed, pay TV and personal calls made from the hotel phone.

Any non-business charges appearing on any billings will be excluded from a claim for reimbursement or, if the purchasing card was used, will be requested to be reimbursed by the purchasing card holder.

3. RECORD KEEPING

Written documentation to support travel must be located in centralized department files and available for audit purposes. StanCERA must retain all documentation supporting travel activity for a minimum of one (1) year hard copy and five (5) years electronically.

Authority

Department Head approval

Procedure



Rick Santos, Executive Director

POLICY APPROVAL DATE: December 18, 2018

EXHIBIT 'A'

Board members, StanCERA staff and the Executive Director are automatically authorized and encouraged to attend the following:

- ❖ Committee meetings and/or Board of Director meetings of the organizations named below of which the Board and/or staff member has been appointed
- ❖ State Association of County Retirement Systems (SACRS) regular meetings
- ❖ National Conference on Public Employee Retirement Systems (NCPERS) annual conference, annual safety conference and annual legislative workshop
- ❖ CalAPRS annual general assembly and round table meetings
- ❖ National Association of State Retirement Administrators (NASRA) conferences
- ❖ National Institute on Retirement Security (NIRS) conferences
- ❖ CalAPRS basic and advance educational programs
- ❖ SACRS basic and advanced educational programs
- ❖ Wharton School basic and advanced investment programs
- ❖ Global Financial Markets Institute programs
- ❖ CSAC California State Association of Counties
- ❖ Institute of Fiduciary Education conferences
- ❖ Pension Real Estate Association conferences
- ❖ International Institute for Research annual Public Funds conference
- ❖ Pension and Investments conferences
- ❖ Pacific Pension Institute conferences
- ❖ Institutional Investor forums
- ❖ Council of Institutional Investors conferences
- ❖ Institutional Real Estate, Inc. conferences
- ❖ Opal Financial Group conferences
- ❖ CRCEA California Retired County Employees' Association
- ❖ The Pension Bridge conferences
- ❖ Conferences sponsored by the Board of Retirement's retained consultants, investment managers, and pension software vendor
- ❖ Public Pension Financial Forum (P2F2) annual conference
- ❖ Government Finance Officers Association (GFOA) conference and trainings
- ❖ American Institute for Certified Public Accountants (AICPA) conference and trainings
- ❖ Society of Actuaries (SOA) conference and trainings
- ❖ Institutional Limited Partners Association (ILPA) conference
- ❖ Chartered Financial Analyst (CFA) trainings
- ❖ Chartered Alternative Investment Analyst (CAIA) conference and Prism training



EXHIBIT B
Conference Summary

1. Attendee Name: _____

2. Event Name: _____

3. Event Date: _____

4. Event Location: _____

5. Describe what was good about the event: _____

6. Would you recommend this event to other trustees/staff: _____?

7. Number of Education Credits: _____