North Los Angeles County Regional Center

Board of Trustees Policy

Travel Reimbursement

Scope

This procedure applies to NLACRC Board of Trustees.

Purpose

Board members may be provided opportunities to travel to Sacramento, ARCA events, or other geographic areas outside of NLACRC's catchment area to engage in legislative activities, board events, board trainings, or any other board sanctioned activities.

Rationale

To establish travel reimbursement procedures consistent with the State of California Department of Personnel Administration guidelines and Internal Revenue Service ("IRS") rules when board members travel outside of NLACRC's catchment area to attend board-related functions, activities or events.

Procedure

1. Mileage reimbursement: The mileage reimbursement rate shall be based on the Internal Revenue Service ("IRS") standard mileage rate for the use of a car (also includes vans, pickups, or panel trucks). Board members may choose to be reimbursed at the "carpool incentive" rate to provide transportation to other board members to and from board functions, activities, or events. Board members who transport one (1) additional board member will be paid 50% more than the IRS standard mileage reimbursement rate; and 100% more than the IRS standard mile reimbursement rate for transporting two (2) or more board members. The number of miles will be determined based on the actual mileage driven from the board members home or place of employment to the airport or event location.

2. Meal Expenses: Meal reimbursement will be reimbursed utilize one of the following two methods:

    a. Per Diem Meal Rate Reimbursement: The current per diem rate for breakfast, lunch, dinner, or incidentals as established by the IRS, subject to the approval of the Executive Director. Meal per diem shall be reimbursed without presentation of receipts.

b. Actual Meal Expenses: Meals may be reimbursed based on the presentation of actual receipts for meals purchased. Receipts shall include a description of the food and beverages purchased. Reimbursement of actual meal expenses shall be reimbursed on an individual basis, subject to the approval of the Executive Director or their designee. Reimbursement of alcoholic beverages is strictly prohibited and shall not be reimbursed by NLACRC.

3. Lodging Expenses: The actual cost of lodging or hotels shall be reimbursed upon presentation of receipt(s).

4. Travel Expenses: The actual cost of airfare, train, taxi, Uber, or Lyft, public transportation, or parking shall be reimbursed upon presentation of receipt(s). Airline reservations shall be made at the best available rate. The use of a rental car is subject to written approval by the Executive Director.

5. A Travel Expense Claim form must be completed and signed in order to receive reimbursement from NLACRC for mileage reimbursement, meal expenses, lodging expenses, or travel expenses. The completed and signed Travel Expense Claim Form, along with all supporting documentation and receipts, should be submitted to NLACRC within sixty (60) days after the completion of travel.

6. All reimbursements made to board members by NLACRC shall be reported annually to the Internal Revenue Services in the form of a 1099-NEC Form (non-employee compensation), unless the board member submits the following documentation to NLACRC within sixty (60) days of the date the actual expenditure was incurred.

   a. Mileage Reimbursement: Documentation from either Google, MapQuest, or other resource that demonstrates (i) the actual mileage driven; (ii) the starting address; and (iii) the ending address.

   b. Carpooling Mileage Reimbursement: Documentation from either Google, MapQuest, or other resource that demonstrates (i) the actual mileage driven; (ii) the starting address; (iii) the ending address; and (iv) the names of other board members transported. ***The amount of mileage reimbursement in excess of the IRS mileage reimbursement rate for carpooling, shall be reported to the IRS***.

   c. Actual Meal Expenses, Lodging, Travel Expenses: Submission of actual receipts.

d. Per Diem Meal Rate Reimbursement: Submission of the Travel Expense Claim Form indicating the date and time travel began and the date and time travel ended.

[policy.bd.travel] Adopted 11-10-09 (revised 11/29/2017, effective 01/01/2018) (revised 03/31/2021, effective 04/14/2021)