

RESOLUTION NO. 2020-2

AMENDING CHAPTER 220 BOARD OF TRUSTEES OF THE CODIFIED
RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL
TRANSIT AUTHORITY

WHEREAS, the Board of Trustees of the Greater Cleveland Regional Transit Authority ("Board") established bylaws ("Bylaws") for the Greater Cleveland Regional Transit Authority ("Authority") on May 25, 1976 pursuant to Resolution No. 1976-178; and

WHEREAS, the Bylaws have been amended from time to time, most recently in 2019;
and

WHEREAS, the Policies and Procedures of the Board of Trustees, now known as the Codified Rules and Regulations of the Greater Cleveland Regional Transit Authority ("Code"), including a chapter that relates to the Board of Trustees, were codified in 1989, pursuant to Resolution 1989-176; and

WHEREAS, in July, 2018, the Board established an Ad Hoc Bylaws Review Committee ("Committee") that met periodically since that time to conduct a comprehensive review of the Bylaws; and

WHEREAS, the Committee has recommended amendments to Chapter 220 of the Code in conjunction with recommending revisions to the Bylaws; and

WHEREAS, the Board Committee of the Whole has reviewed and considered the recommendations regarding revisions to Chapter 220; and

WHEREAS, the Board wishes to adopt the recommendations.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That Chapter 220 of the Codified Rules and Regulations of the Greater Cleveland Regional Transit Authority ("Code") are hereby amended to read as provided in Attachment A to this resolution.

Section 2. That Section 220.03 of the Code regarding GCRTA's Travel Policy and Procedures is hereby removed from Chapter 220 and enacted as a new Chapter 656 in the Human Resources part of the Code to reflect the fact that travel provisions apply to all GCRTA employees and Board members.

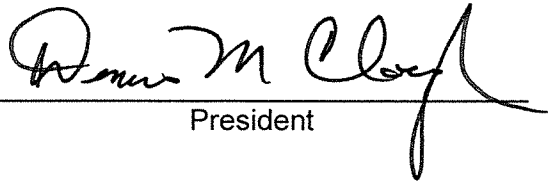
Section 3. That the Board of Trustees hereby waives the fourteen-day period provided for in Article X, Section 2 of the current Bylaws.

Section 4. That this resolution shall become effective immediately upon its adoption.

Attachment A: Chapter 220 of the Code

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Adopted: January 21, 2020



President

Attest: 

Interim Secretary-Treasurer

ATTACHMENT A TO RESOLUTION

CHAPTER 220 Board of Trustees

- 220.01 Governing Mission
- 220.02 Individual Trustee Statement of Expectations
- 220.03 Standing Committee Structure and Responsibilities
- 220.04 Entering Matters on the Agenda of Meetings
- 220.05 Compensation and Attendance
- 220.06 Expense Reimbursement
- 220.07 Use of Authority Equipment and Computers

CROSS REFERENCES

Public transportation - see 49 U.S.C.A. 5301 et seq.
Federal Transit Administration, Department of Transportation - see 49
C.F.R. Ch. VI
Board of Trustees - see Ohio R.C. 306.33
Powers of Board of Trustees; rules and regulations - see Ohio R.C. 306.34
Board of Trustees rules for administration and operation – see Ohio R.C.
306.35
Officers - see Bylaws Art. II
Meetings - see Bylaws Art. III
Powers and duties - see Bylaws Art. IV
Reimbursement of members of Board of Trustees and officers and employees
of GCRTA for properly incurred expenses – see Bylaws Art. IV, Section 7
Orientation package for new Board members - see ADM. 242.02
Travel Policy – see PERS. 656

220.01 GOVERNING MISSION

The Board of Trustees, as the Authority's governing body, is accountable for and works to ensure the following six objectives:

- (a) **PURPOSE AND PLANNING:** This objective ensures that the Authority accomplishes its intended impact and strategic priorities. It includes:
 - (1) Periodically updating the Authority's core values, vision for the future, and mission.
 - (2) Playing a leading, proactive role in the Authority's strategic decision-making, setting clear strategic directions and priorities for all Authority operating units.
 - (3) Ensuring that the Authority's annual operating plan includes

measurable performance targets, and that the annual budget document reflects those targets and addresses the most important operational issues.

- (b) **PROFESSIONAL LEADERSHIP:** This objective ensures strong top leadership and partnership. It includes:
 - (1) At least annually, reaching agreement with the Authority's General Manager, CEO, on their specific leadership targets and, at least annually, evaluating the General Manager, CEO's performance.
 - (2) Determining the General Manager, CEO's compensation.
 - (3) Ensuring professional leadership succession.
- (c) **COMMUNICATION:** This objective ensures that members of the Board serve as informed, articulate ambassadors. It includes:
 - (1) Being sufficiently knowledgeable and passionate about the organization's work.
 - (2) Advocating with key strategic partners, funders, constituents and policy makers.
 - (3) Bringing expertise and relevant information about the external environment.
- (d) **FINANCIAL OVERSIGHT AND RESOURCE DEVELOPMENT:** This objective ensures the development of sufficient financial resources and the prudent use of those resources. It includes:
 - (1) Striving to ensure that the Authority possesses the financial and other resources necessary to fully carry out its mission.
 - (2) Carefully reviewing and adopting the annual budget based on review of assumptions provided by management.
 - (3) Monitoring the Authority's operational and financial performance, identifying significant issues, and seeing that they are resolved in a full and timely fashion.
- (e) **LEGAL AND ETHICAL INTEGRITY:** This objective ensures that the Board complies with applicable legal and ethical standards and is accountable for that compliance. It includes reviewing, updating and adhering to the Authority's Code of Ethics.
- (f) **BOARD STRUCTURE AND DYNAMICS:** This objective ensures effective Board leadership and conduct. It includes:
 - (1) Ensuring that the Authority's Board of Trustees' governing capacity and knowledge are developed on an ongoing basis.
 - (2) Ensuring that Trustees are meaningfully and actively engaged in the key governing processes outlined herein.
 - (3) Taking accountability for itself as the Authority's governing body,

setting clear expectations and annually conducting a Board self-assessment.

220.02 INDIVIDUAL TRUSTEE STATEMENT OF EXPECTATIONS

(a) The responsibilities of a member of the Greater Cleveland Regional Transit Authority Board are important. The Board fulfills its governance roles and responsibilities as an aggregate body and individually.

(b) Each Trustee is expected to:

- (1) Demonstrate genuine concern for the Authority's mission; keep informed about its activities and external environment; and share ideas and pose questions regarding how the organization can best serve the community and its direct beneficiaries.
- (2) Conduct themselves in accordance with all applicable laws, rules and regulations, including the Authority's Code of Ethics; and conduct the business of the Authority in a manner consistent with their fiduciary responsibility to the Authority.
- (3) Prepare for, regularly attend and participate in Board meetings, committee meetings and an annual retreat.
- (4) Actively serve on two or more of the Board's standing or ad-hoc committees.
- (5) Serve as an informed advocate on behalf of the Authority by being an ambassador throughout the community and by bringing information, issues and needs to the attention of executive management and Board leaders.
- (6) Attend Authority activities, programs and events (e.g., community meetings, ribbon cuttings and ceremonies).
- (7) Share with professional staff helpful advice and counsel as requested and needed. As appropriate, keep the Board President and General Manager, CEO apprised of what is shared.
- (8) Work well with professional staff and other Board members as partners toward achievement of the Authority's goals; respectfully communicate; be a team player; contribute to a positive, high performing culture; and agree on decisions made, even when their own opinion differs.

220.03 STANDING COMMITTEE STRUCTURE AND RESPONSIBILITIES

(a) Governance Committee. The Governance Committee is composed of the President, Vice President and Committee Chairs. Its responsibilities include:

- (1) Developing the Board Governing Mission and recommend its adoption by the full Board.

- (2) Overseeing how the Board functions and Board self-management.
 - (3) Developing plan and budget for Board member governing skills development.
 - (4) Nominating a slate of Board officers to the full Board
 - (5) Coordinating and monitoring standing committees.
 - (6) Preparing Board meeting agendas.
 - (7) Recommending revisions to the Bylaws.
 - (8) Managing the Board/General Manager, CEO and Board/Internal Audit working relationships, annual evaluation and succession planning.
- (b) Operational Planning & Infrastructure Committee. The Operational Planning & Infrastructure Committee is future-oriented. Its responsibilities include:
- (1) Development of the annual operating and capital plans and budgets and service plan.
 - (2) Approval of infrastructure/buses projects supported by the Plan
 - (3) Development of the annual tax budget.
 - (4) Development/Approval of fare structure and other revenue sources.
 - (5) Monitor and update the values, vision and mission statements.
 - (6) Review all environmental and Title VI updates.
 - (7) Monitor fuel hedging program.
- (c) Organizational, Services & Performance Monitoring Committee. The responsibilities of the Organizational, Services & Performance Monitoring Committee include:
- (1) Approval of service agreements that support RTA's day-to-day mission.
 - (2) Designing the operational and financial reporting and monitoring plan regarding:
 - A. Affirmative Action / DBE goals
 - B. Budget Adherence and Financial Performance
 - C. Operating Policies
 - D. Productivity
 - E. Quarterly Management Report
 - F. Ridership
 - G. Service Planning updates/Adjustments
 - (3) Reviewing operational policies meriting the Board's attention.
 - (4) Reviewing performance reports and reporting to the full Board.
 - (5) Providing input on major internal administrative systems upgrades, such as accounting and information technology system upgrades.
 - (6) Presenting an overall assessment of annual financial and operational performance at an annual strategic planning working

session with the full Board.

- (d) Audit, Safety Compliance and Real Estate Committee. The responsibilities of the Audit, Safety Compliance and Real Estate Committee include:
 - (1) Safety plan monitoring and compliance.
 - (2) Security plan monitoring and compliance.
 - (3) External and Internal Audit functions.
 - (4) Reviewing and approving audit firm, reports and corrective actions, briefing full Board on audits and monitoring audit corrective actions.
 - (5) Reviewing and approving real estate transactions.
 - (6) Property and liability insurance.
- (e) External and Stakeholder Relations and Advocacy Committee. The responsibilities of the External and Stakeholder Relations and Advocacy Committee include:
 - (1) Overseeing the development of strategies for image building.
 - (2) Overseeing the Board's speakers bureau
 - (3) Overseeing the development and implementation of GCRTA legislative/governmental relations policies and strategies.
 - (4) Advocating for public transit and public transit funding.
 - (5) Advocating for partners and stakeholders to enhance public transit.
 - (6) Developing strategies and plans for non-Board volunteer involvement (e.g., Community Advisory Committee).
 - (7) Oversee interagency agreements.

220.04 ENTERING MATTERS ON THE AGENDA OF MEETINGS.

(a) Matters for listing on the agenda prepared in advance of meetings of the Board of Trustees may be introduced by any member of the Board or by the General Manager, CEO, the Secretary-Treasurer or the Deputy General Manager-Legal Affairs.

(b) Such matters shall take written form as draft proposed resolutions, as letters or as reports.

(c) Such matters shall be presented to the Secretary-Treasurer for inclusion on the agenda of any specific meeting of the Board not later than 12:00 noon of the third business day prior to the day of such meeting.

(d) Resolutions that have been returned to the Board for its further consideration after action by one or more of its committees shall be presented under "Old Business."

(e) All matters to be considered that have not been introduced in the agenda or at a previous meeting shall be presented under "New Business."

(f) This section shall not be construed so as to preclude bona fide emergency action by the Board at any regular or special meeting of the Board.
(Res. 1987-111. Passed 5-20-87; Res. 1999-147. Passed 10-26-99.)

220.05 COMPENSATION AND ATTENDANCE.

(a) The annual compensation for the President of the Board of Trustees is hereby established in the amount of six thousand dollars (\$6,000).

(b) The annual compensation for members of the Board of Trustees, other than the President, is hereby established in the amount of four thousand, eight hundred dollars (\$4,800).

(c) A Board member has the right to decline compensation.

(d) Members of the Board of Trustees will be permitted two absences from regularly scheduled Board meetings and two absences from committee meetings of committees of which they are a member during each calendar year without penalty.

(e) If a member of the Board of Trustees misses more than two regularly scheduled Board meetings or two meetings of a committee on which that Board member sits, such absence(s) will be referred to the Governance Committee for review and determination as to whether a penalty or action should be imposed or taken.

(f) If a member of the Board of Trustees misses a special Board meeting, such absence will be without penalty. (Res. 1998-119. Passed 9-15-98.)

220.06 EXPENSE REIMBURSEMENT.

(a) Members of the Board of Trustees will be reimbursed for properly incurred expenses in accordance with Article I, Section 3 and Article IV, Section 7 of the Bylaws.

(b) Travel expenses will be reimbursed in accordance with the Authority's travel policy.

220.07 USE OF AUTHORITY EQUIPMENT AND COMPUTERS

(a) A member of the Board of Trustees may request the use of Authority-owned equipment and electronic devices for the purpose of conducting Authority

business.

(b) The use of Authority equipment and computers by members of the Board of Trustees will be governed by the provisions of the Authority's Personnel Policies and Procedures, and applicable administrative procedures.

(c) Failure to abide by the Authority's policies and procedures will result in the Authority notifying the Board's Governance Committee for appropriate action.




Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: AMENDING CHAPTER 220 BOARD OF TRUSTEES OF THE CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY	Resolution No.: 2020- 2
	Date: January 16, 2020
	Initiator:
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 PURPOSE/SCOPE: This resolution will amend Chapter 220 Board of Trustees of the Codified Rules and Regulations ("Code") of the Greater Cleveland Regional Transit Authority and move Section 220.03 regarding GCRTA's Travel Policy and Procedures to the Human Resources part of the Code to reflect the fact that these travel provisions apply to all GCRTA employees and Board members.
- 2.0 DESCRIPTION/JUSTIFICATION: The Bylaws were adopted on May 25, 1976, pursuant to Resolution No. 1976-178 and have been amended from time to time, most recently in 2019. The Policies and Procedures of the Board of Trustees, including a chapter that relates to the Board of Trustees, were codified in 1989, pursuant to Resolution 1989-176. The Ad Hoc Bylaws Review Committee ("Committee") of the Board of Trustees ("Board") has met periodically since July 2018 to review the Bylaws and discuss revisions that might be needed to the Bylaws and Chapter 220 of the Code. The work of the Committee has been completed. As a result of the review, the Committee recommended several amendments to Chapter 220, as outlined on the red-line version attached hereto.
- The recommendation was considered by the Committee of the Whole and has been referred to the Board of Trustees for action.
- 3.0 PROCUREMENT BACKGROUND: Does not apply.
- 4.0 AFFIRMATIVE ACTION/DBE BACKGROUND: Does not apply.
- 5.0 POLICY IMPACT: Adoption of the resolution will result in a clear, accurate and current policy that reflects the current operations of the Authority.
- 6.0 ECONOMIC IMPACT: Does not apply.
- 7.0 ALTERNATIVES: Not adopting this resolution. Not adopting this resolution would result in the recommendations of the Committee not being adopted and Chapter 220 not being updated.
- 8.0 RECOMMENDATION: This resolution was discussed by the Board of Trustees Committee of the Whole at a special meeting on January 9, 2020. It is recommended that this resolution be adopted.
- 9.0 ATTACHMENT A: Redline copy of revisions to Chapter 220

Recommended and certified as appropriate to the availability
of funds, legal form and conformance with the Procurement
requirements.



General Manager, Chief Executive Officer

ATTACHMENT A TO STAFF SUMMARY

CHAPTER 220 Board of Trustees

- ~~220.01 Entering matters on the agenda of meetings.~~
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- 220.03 Standing Committee Structure and Responsibilities
- ~~220.01~~220.04 Entering matters on the agenda of meetings.
- ~~220.02~~220.05 Compensation and Attendance
- ~~220.03~~220.06 Expense reimbursement.
- ~~220.04 Reimbursements to President for telephone costs.~~
- 220.07 Use of Authority Equipment and Computers

CROSS REFERENCES

~~Urban mass~~Public transportation - see 49 U.S.C.A. ~~1601-5301~~ et seq.
~~Urban Mass Transportation~~Federal Transit Administration, Department
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~~12:00 noon of the third business day prior to the day of such meeting.~~

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- committee meetings and an annual retreat.
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 - (3) Develop plan and budget for Board member governing skills development.
 - (4) Nominating a slate of Board officers to the full Board
 - (5) Coordinate and monitor Standing Committees
 - (6) Prepare Board Meeting agendas.
 - (7) Recommend revisions to the Bylaws.
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 - (2) Approval of infrastructure/buses projects supported by the Plan
 - (3) Development of the annual Tax Budget
 - (4) Development/Approval of fare structure and other revenue sources
 - (5) Monitor and update the Values, Vision and Mission Statements

- (6) Review all environmental and Title VI updates
 - (7) Monitor Fuel Hedging Program
- (c) Organizational, Services & Performance Monitoring Committee. The responsibilities of the Organizational, Services & Performance Monitoring Committee include:
 - (1) Approval of service agreements that support RTA's day-to-day mission.
 - (2) Design the operational and financial reporting and monitoring plan regarding:
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 - E. Quarterly Management Report
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 - G. Service Planning updates/Adjustments
 - (3) Review operational policies meriting the Board's attention
 - (4) Review performance reports and report to full Board
 - (5) Provide input on major internal administrative system upgrades, such as accounting and information technology system upgrades.
 - (6) Present an overall assessment of annual financial and operational performance at an annual strategic planning working session with the full Board.
- (d) Audit, Safety Compliance and Real Estate Committee. The responsibilities of the Audit, Safety Compliance and Real Estate Committee include:
 - (1) Safety plan monitoring and compliance
 - (2) Security plan monitoring and compliance
 - (3) External and Internal Audit functions
 - (4) Review and approve audit firm, reports and corrective actions, brief full Board on audits and monitor audit corrective actions
 - (5) Review and approve real estate transactions
 - (6) Property and liability insurance
- (e) External and Stakeholder Relations and Advocacy Committee. The responsibilities of the External and Stakeholder Relations and Advocacy Committee include:
 - (1) Oversee the development of strategies for image building.
 - (2) Oversee the Board's Speakers Bureau
 - (3) Oversee the development and implementation of GCRTA legislative/governmental relations policies and strategies.
 - (4) Advocate for public transit and public transit funding.
 - (5) Advocate for partners and stakeholders to enhance public transit

- (6) Develop strategies and plans for non-Board volunteer involvement (e.g., Community Advisory Committee)
- (7) Oversee interagency agreements.

~~220.01~~220.04 ENTERING MATTERS ON THE AGENDA OF MEETINGS.

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(b) Such matters shall take written form as draft proposed resolutions, as letters or as reports.

(c) Such matters shall be presented to the General Manager/~~Secretary-Treasurer~~ for inclusion on the ~~advance~~-agenda of any specific meeting of the Board not later than 12:00 noon of the third business day prior to the day of such meeting.

(d) Resolutions ~~which~~that have been returned to the Board for its further consideration- after action by one or more of its committees- shall be presented under "Old Business."

(e) All matters to be considered ~~and~~that have not been introduced in the ~~advance~~-agenda or at a previous meeting shall be presented under "New Business."

(f) This section shall not be construed so as to preclude bona fide emergency action by the Board at any regular or special meeting of ~~such~~the Board. (Res. 1987-111. Passed 5-20-87; Res. 1999-147. Passed 10-26-99.)

~~220.02~~220.05 COMPENSATION AND ATTENDANCE.

(a) The annual compensation for the President of the Board of Trustees is hereby established in the amount of six thousand dollars (\$6,000).

(b) The annual compensation for members of the Board of Trustees, other than the President, is hereby established in the amount of four thousand, eight hundred dollars (\$4,800).

(fc) A Board member has the right to decline compensation.

(ed) Members of the Board of Trustees will be permitted two absences from regularly scheduled Board meetings and two absences from committee meetings of committees of which they are a member during each calendar year without penalty.

(de) If a member of the Board of Trustees shall ~~miss~~misses more than two regularly scheduled Board meetings or two meetings of a committee on which that Board member sits, such absence(s) will be referred to the ~~Executive Governance Committee or the Board President~~ for review and determination as to ~~what~~ whether a penalty or action should be imposed or taken.

(ef) ~~Should~~ If a member of the Board of Trustees ~~misses~~ a special Board meeting, such absence will be without penalty.

~~(f) A Board member has the right to decline compensation.~~
(Res. 1998-119. Passed 9-15-98.)

~~220.03~~220.06 EXPENSE REIMBURSEMENT.

(a) Members of the Board of Trustees will be reimbursed for properly incurred expenses in accordance with Article I, Section 3 and Article IV, Section 7 of the Bylaws of the Greater Cleveland Regional Transit Authority.

(b) Travel expenses will be reimbursed in accordance with the Authority's travel policy.

~~(a) Purpose/Scope:~~

~~(1) The Travel Policy and Procedures established herein concerns travel on official Authority business to attend and participate in conferences, seminars, meetings and other events or field visits, which are in the Authority's best interest. It is designed to assure the accurate and efficient handling of travel and other related expenses incurred by members of the Board of Trustees and the staff of the Authority consistent with applicable laws and the public interest.~~

~~(2) These Travel Policies and Procedures provide guidance to those traveling on Authority business that will permit low cost, convenience, ease of administration, overall cost effectiveness, consistency of reimbursement, and compliance with federal, state and local law and RTA policy.~~

~~(b) Legal Authority:~~

~~(1) Ohio R.C. 306.33 provides that a member of the Board of Trustees is permitted to be reimbursed for reasonable expenses in the performance of his or her duties.~~

~~(2) Ohio R.C. 306.34 authorizes a Board of Trustees to manage and conduct the affairs of a regional transit authority.~~

~~(3) Ohio R.C. 306.35 authorizes a Board of Trustees, among other things, to adopt rules for the administration and operation of transit facilities under its jurisdiction.~~

~~(4) Article IV, Section 8, of the Greater Cleveland Regional Transit Authority (GCRTA) Bylaws, adopted February 16, 1988, provides that any member of the Board of Trustees and officers and employees of the GCRTA may be reimbursed for properly incurred expenses.~~

~~(5) In accordance with the Ohio Ethics Commission Opinion No. 91-010, airline frequent flyer miles accumulated on travel for a public agency shall not be used for personal travel or benefit.~~

~~(c) General Provisions:~~

~~(1) All travelers are required to be fully knowledgeable regarding GCRTA's travel policies and procedures.~~

~~(2) Use of public transportation during Authority travel, including travel to and from the airport, is strongly encouraged.~~

~~(3) Employees with disabilities will be accommodated pursuant to the Americans with Disabilities Act.~~

~~(4) Airline frequent flyer miles accumulated on travel for the GCRTA shall not be used for personal travel or benefit. These miles can only be used for future Authority travel, including upgrades to First Class when appropriate.~~

~~(5) Travelers will be reimbursed for hotel expenses up CONUS index plus 25% for each evening in the destination city. Up to CONUS index plus 25% for hotel does not include taxes. The hotel receipt must be submitted with the final travel and expense report.~~

~~(6) Travelers will be reimbursed for actual expenses up to a daily per diem based on the destination city's CONUS index (located at <http://policyworks.gov>) plus 25%, for meals and other incidental expenses for each day of travel. Incidental expenses include ground transportation, telephone calls, and any expenses other than travel or hotel incurred on the trip. Receipts do not need to be submitted with the final travel and expense report, however, a copy of the CONUS index for the respective city must be attached.~~

~~(7) Travel to locations outside the United States will be reimbursed by the international CONUS index plus 25% located at <http://policyworks.gov> (click on dark blue box at the top of the page where it indicates foreign rates). Reimbursement will be made at the published daily average exchange rate for each individual day of travel.~~

~~(8) All employees traveling on behalf of the Authority, are reminded of the following non-allowable type of expenses:~~

~~A. Travel, lodging or other expenses for spouses, families and friends of RTA personnel;~~

~~B. Valet service (except for extended trips of one week or more); C. —Alcoholic beverages;~~

~~D. Entertainment (including movie rentals);~~

~~E. Contributions and donations with Authority funds.~~

~~(9) The CEO/General Manager has the authority to make modifications to~~

~~particular provisions of this policy when it is in the best interests of the Authority.~~

~~(10) The CEO/General Manager has the ability to issue administrative procedures to implement this policy.~~

~~(d) Responsibilities.~~

~~(1) Responsibility of authorizing department and/or division.~~

~~A. It is the responsibility of the authorizing department or division to determine the necessity for travel and ensure that it is in the best interest of the Authority; the purpose is lawful, reasonable and for a proper public purpose; and the purpose of the trip could not be adequately accomplished by correspondence, telephone, or through other contact, or is not available from local sources.~~

~~B. All travel that is for the purpose of an employee's professional development should be coordinated with the Department of Training and Employee Development and reflected on the travel request form.~~

~~C. Because they are more familiar with need for travel and subsequent expenses incurred on behalf of their department(s), the approver(s) have primary responsibility for ensuring compliance with this policy. The approver(s) must verify that expenses and expense reports meet the following criteria:~~

- ~~1. The information contained on the expense report and in the attached documentation is consistent with this policy;~~
- ~~2. The funds for travel have been appropriated in the current budget;~~
- ~~3. The expenditure is charged to the proper account(s).~~ (2)

~~— Responsibility of traveler.~~

~~A. Authority travelers are expected to spend the Authority's funds prudently. Business travel expenses will be paid if they are within the parameters of the Authority's policies and procedures.~~

~~B. Since frequent flyer miles earned by Authority travel cannot be used for personal use and should be used for subsequent business travel. It is the responsibility of the traveler to keep track of these miles.~~

~~(3) Responsibility of the Authority. It is the Authority's responsibility to ensure the reasonableness of travel related expenses and to process timely reimbursements. The expenses will be subject to final approval by the Internal Audit Department.~~

~~(e) Authorization of Travel.~~

~~(1) Insofar as practical, travel by the CEO, General Manager/Secretary-Treasurer and the Board of Trustees should receive prior approval by the President of the Board of Trustees, or the Vice President of the Board of Trustees in the absence of the President.~~

~~(2) Travel by all other staff requires prior approval of his/her department~~

director. It is the responsibility of the Department Director to determine the business necessity for travel and that all appropriate procedures are followed. The CEO, General Manager or designee must also approve staff travel.

(3) Travel request should be submitted at least 30 days prior to travel, excluding emergency and unforeseen travel. The request must be made using the appropriate travel forms.

(4) Travel request forms must include an estimate of the cost to the Authority. The cost estimate should include all expenses and be based on the appropriate total of the hotel cap (up to CONUS plus 25% does not include taxes) and per day per diem for meal and other incidental expenses, for the applicable city of destination. It is the responsibility of the travel to obtain the estimates and per diems and attach them to the request form. (Per diem is based on CONUS index plus 25% and can be obtained at

<http://policyworks.gov>. "Maximum lodging" is the maximum amount to be reimbursed for daily hotel expenses, plus 25%, excluding taxes. "Meals and incidentals rate" is the amount to be reimbursed for the daily per diem.)

(5) Cancellations are the responsibility of the traveler. If changes or cancellations are required, the traveler must make all arrangements for such. The traveler must furthermore ensure that deposits or other Authority expenses are refunded to the maximum extent possible. Should a cancellation or change result in costs to Authority, the traveler must justify the change. The traveler may be liable for cancellation and changes not of a business nature or those not pursued in a timely manner. A travel expense account should be processed reflecting any and all prepayments and deposits and a memo explaining why the trip was cancelled. A traveler will be reimbursed for any expenses he/she paid and lost as a result of a justified cancellation of the trip. Reimbursement should be requested by processing the receipts with the travel and expense form and a memo explaining why the trip was cancelled.

(f) Travel Arrangements.

(1) Prepayment of expenses.

A. Prepayment by the Authority of travel expenses, i.e., conference fees or registration fees, hotel deposit, hotel, et., is permitted. Prepayment by RTA can be utilized by an approved RTA procurement method (i.e., purchase order, purchasing card, etc.). Prepayment by check may be requested by submitting a memo/appropriate form with a copy of the approved travel request form, to the Accounting Department for processing. The copy of the travel request form must have the appropriate sections completed for the requested prepayment(s).

B. Personal credit cards may be used for prepayment of travel expenses, however, employees will still be accountable for these expenses. A traveler may request reimbursement of expenses incurred 30 or more days

~~before the date of travel, by submitting a memo/appropriate form with documentation of prepayment, and a copy of the approved travel request form, to the Accounting Department for processing. Any "bonuses" or "perks" earned by use of personal credit cards used for business of Authority can be used for the personal benefit of the traveler. The copy of the travel request form must have the appropriate sections completed for the requested reimbursement.~~
C. ~~These procedures apply to all GCRTA employees, officers and Board Members while traveling on approved Authority business. Travelers should familiarize themselves with these procedures prior to travel to facilitate the Authority travel experience.~~

~~(g) Transportation. For travel on Authority business, transportation by the most economical means is recommended.~~

~~Traveling on weekends may be allowed if it results in lower overall travel expenditures to the Authority (i.e., extra days, the additional hotel expense, daily per diem and difference in air travel). Travel expenditures include airfare, hotel, and per diem expenses.~~

~~(1) Air travel/train travel.~~

~~A. Airline or train reservations are to be made by the designated Department/Division Travel Coordinator or by the traveler. B. Air or train travel should be guided by the following:~~

- ~~1. Lowest logical fare;~~
- ~~2. Itinerary changes, justified by business necessity or no adverse cost to the Authority;~~
- ~~3. A combination of plane and train tickets should be considered, and will be reimbursed, when scheduled to save money.~~

~~C. Airline tickets purchased must include documentation of the three lowest ticket prices and be submitted with the travel expense report.~~

~~(2) Authority owned automobiles.~~

~~A. Authority owned automobiles may be used for travel with the approval of the CEO, General Manager/Secretary Treasurer or designee. Expenses incurred in operating such vehicles must be itemized and original receipts submitted for all gasoline, parking, emergency repairs and similar out of pocket expenses.~~

~~B. Parking fees and tolls while traveling will be reimbursed as part of the total transportation expense for the trip.~~

~~(3) Private automobile.~~

~~A. When travel by private automobile is desirable to save time or to transport equipment or to reduce costs, reimbursement is at the prevailing rate established by the Internal Revenue Service. This mileage allowance is intended to cover all transportation and operating costs. No reimbursement is made for the cost of repairs to the vehicle whether they result from the traveler's act or the acts of others. When more than one person travels in the~~

~~same automobile, the reimbursement for mileage shall be allowed on only one expense report. Ferry, bridge, tunnel, toll road and reasonable parking charges are allowed in addition to the mileage allowance.~~

~~B. The reimbursement for private automobile travel will not exceed the cost of the most economical round trip airfare.~~

~~C. Use of RTA vehicle, including Authority pool cars, should be used whenever possible.~~

~~(4) Car rental.~~

~~A. In general, the use of rental cars is not reimbursed and is considered a personal expense. However, prior to travel, the CEO, General Manager/Secretary Treasurer or designee may authorize the use of rental cars where other transportation is not available or when the cost of a rental car and parking is less than the lowest coach airfare available. The traveler should choose the economy class car; however, a larger car may be chosen in the event that there is a group of more than two Authority persons traveling. Travelers using rental cars should not purchase the optional collision insurance coverage offered, except in countries other than the U.S. and Canada.~~

~~B. Parking fees and tolls while traveling will be reimbursed as part of the total transportation expense for the trip.~~

~~(5) Ground transportation expenses. Ground transportation expenses, including shuttle services, taxi fares, and public transportation will be included in the traveler's daily per diem allowance and will not be reimbursed separately. Under special circumstances, where ground transportation is excessive due to unavailability of public transportation or airport shuttles, exceptions will be considered for approval by the CEO, General Manager/Secretary Treasurer or designee.~~

~~(6) Lodging guidelines. Traveler will be compensated for lodging expenses for each night stayed in the destination city at the rate of up to CONUS plus 25%. Up to CONUS plus 25% for hotel does not include taxes. Prepayment by RTA of hotel deposits or hotel expenses is not encouraged but may be made in special circumstances if approved by the Division Head.~~

~~(7) Conference fees. Request for payment of conference fees should be processed in a timely fashion to ensure the lowest possible conference fee or no late registration penalties. Prepayment may be made by use of RTA procurement/purchase order process or by personal credit card.~~

~~(h) Reimbursement.~~

~~(1) Responsibilities of the traveler.~~

~~A. Upon return from the trip, the employee is to complete the Employee Travel and Expense Form and verify the mathematical accuracy of the form.~~

~~B. Ensure that all applicable documents that are listed below are attached to the Employee Travel and Expense Form:~~

1. — A trip report memorandum, which briefly summarizes where the employee went, the purpose of the trip and what benefits can the GCRTA expect as a result of the employee's trip;

2. — Documentation that supports all allowable expenses that are incurred by the employee, as well as any expenses that were prepaid by the GCRTA that are identified on the Employee Travel and Expense Form. Documentation for items such as lodging, airfare, registration of conference fees, mileage report, parking, tolls, fuel, and rental car receipt if applicable;

3. — A copy of the CONUS index for the respective city. (2) Responsibilities of the Authority.

A. — Responsibility of the Authority. It is the responsibility of the Authority to process all travel request forms within 12 days of receipt from the employee.

B. — Responsibility of the Approver/Director. Upon receiving of the employee's travel and expense form, the approver performs a cursory review to ensure the following:

1. — The appropriate documentation is attached;

2. — Travel expenses are in accordance with travel policies and procedures;

3. — The mathematical accuracy of the form;

4. — Expenses are being posted against the proper account code distribution (fund mode cost center function object class).

The approver signs/dates and submits the reimbursement request to Internal Audit Department within three business days of receipt from the employee.

(3) Responsibility of Internal Audit. Internal Audit will review the reimbursement form for compliance, date, and submit the reimbursement form to the CEO, General Manager/Secretary Treasurer (or designee) for signature within three business days of receipt from the approver.

(4) Responsibility of the CEO, General Manager/Secretary Treasurer (or designee). The CEO, General Manager/Secretary Treasurer (or designee) shall sign/date and submit the reimbursement request to the Accounting Department within three business days of receipt from the Internal Audit Department.

(5) Responsibility of Accounting. The form is then released to the Accounting Department for processing and payment of reimbursement to the employee within three business days of receipt from CEO, General Manager/Secretary Treasurer (or designee).

Res. 1996-185. Passed 12-17-96; Res. 1999-147. Passed 10-26-99;
Res. 2004-123. Passed 9-21-04.)

~~220.04 REIMBURSEMENTS TO PRESIDENT FOR TELEPHONE COSTS.~~

(a) — The General Manager/Secretary Treasurer is hereby authorized to reimburse the President of the Board of Trustees on a monthly basis for all costs associated with the installation and use of a telephone in his or her private residence to be used for Authority business.

~~(b) The telephone is to be used only by the President of the Board for business calls associated with the performance of his or her duties.~~

~~(c) It is hereby determined that this expenditure is necessary to further a public purpose.~~

~~(Res. 1987-105. Passed 5-5-87.)~~

220.07 USE OF AUTHORITY EQUIPMENT AND COMPUTERS

(a) A member of the Board of Trustees may request the use of Authority-owned equipment and electronic devices for the purpose of conducting Authority business.

(b) The use of Authority equipment and computers by members of the Board of Trustees will be governed by the provisions of the Authority's Personnel Policies and Procedures, and applicable administrative procedures.

(c) Failure to abide by the Authority's Policies and Procedures will result in the Authority notifying the Board's Governance Committee for appropriate action.