



Proposed Revisions to Chapter 656 of the Codified Rules and Regulations

Committee of the Whole Presentation

October 6, 2020



Background

- Travel policy last updated in 2004
- Task force established at direction of Internal Audit - Operations, Human Resources, Internal Audit, Accounting, Legal
- Ethics Commission guidance included

Travel Policy and Procedure

- Apply to Board and staff travel
- Policy contained in the Code Book enacted by the Board
- Details included in administrative procedure established by the General Manager

Travel Policy

- Personal frequent flyer accounts cannot be used for GCRTA business 656.02(d)
- Rewards credit cards cannot be used by Authority Board members and employees who authorize or negotiate contracts with financial service providers for RTA travel 656.02(e)
- Travel P-card to be made available for specified travelers

Travel Policy

- Meals and incidental expenses 656.02(g):
 - CONUS + 25% for full days of travel and
 - 75% of that amount for first and last days
 - In accordance with federal GSA guidance

Administrative Procedure

- May request permission in advance for expenses that are not expressly authorized or that exceed applicable caps
- Be mindful of using travel services that charge full price up front

Administrative Procedure

- Request government rates whenever possible
- Prepaid expenses must be identified on travel reimbursement form
- Reimbursement must be requested within 30 days of travel

Administrative Procedure

Meals and incidental expenses

- Cost of ground transportation moved to transportation
- Reimbursed for actual expenses supported by itemized receipts up to the amount of the per diem
- Missing receipts must be provided within 30 days or expenses will be denied (affidavit)

Administrative Procedure

Transportation

- Rental car one size larger than economy can be requested
- Travelers should decline liability insurance when renting vehicles because the Authority carries substantial limits

Administrative Procedure

- Provision for expenses of personal care assistants for individuals with disabilities
- Travel reimbursement form updated

Next Steps

- The Committee may discuss these provisions at the next Committee of the Whole meeting if there are additional questions or concerns.

Recommendation

If there are no additional questions or concerns, Staff requests that the Committee of the Whole recommend these provisions to the Board of Trustees for approval.