

## First 5 Commission of San Diego

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**Subject: Reimbursement of Expenses**

Policy Number: F5C-023

Effective Date: ~~April 8, 2013~~ April 4, 2016 Page 1 of 2

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### **Purpose**

To establish a policy with respect to reimbursement of actual expenses incurred by a Commissioner or Advisory Committee Member of the First 5 Commission of San Diego County (Commission).

### **Background**

Assembly Bill 1234 requires local agencies that compensate or reimburse board or committee members for expenses incurred on behalf of the Commission to create a written policy that specifies the types of occurrences that qualify the member to receive reimbursement for travel, meals, lodging and other actual and necessary expenses.

### **Policy**

Members of the Commission and the Commission's Advisory Committees shall serve without compensation except they shall be reimbursed for reasonable per diem expenses and expenses of attending meetings and discharging other official responsibilities as authorized by the Commission.

### **Procedures**

Reimbursement for expenses must be for one of the following reasons:

1. Attendance at a conference, organized educational activity, or speaking engagement that is clearly associated with children ages 0 – 5 or with duties as a Commissioner or Advisory Board Member.
2. Any travel associated with attendance of an event as specified in #1 above.
3. Necessary expenses for educational materials required to carry out the duties associated with the responsibilities of their Commission position.

All reimbursements must receive the prior written approval of the Commission in a public meeting.

All airfare, hotel, and automobile arrangements must be made through the Commission's Secretary III who will use a Purchasing and Contracting approved supplier.

All per diem expenses, transportation, and all hotel rates will be limited by the County of San Diego Administrative Code and current IRS per diem rates. The hotel limits are listed in the IRS or the GSA websites by city. The Commission's Secretary III will be responsible for determining the maximum amount authorized. If a rate that is within the authorized limit is not available at the time of booking the attendee must use comparable lodging that does not exceed the County's authorized rate. If the lodging is in connection with a conference or other seminar, the lodging costs cannot exceed the group rate published by the event sponsor. If the group rate

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is not available at the time of booking, the member is to use comparable lodging that does not exceed the County of San Diego authorized rate.

Reimbursement for expenses not associated with travel or conference/speaker registration fees will be handled on a case by case basis and must be pre-approved by the Commission.

All claims for reimbursement must be made on the expense report form supplied by the Commission's Secretary III and must include receipts that document each expense and verify that all expenses are within this policy limits. The Commission must receive completed reimbursement claims within thirty days after the expense is incurred.

Commissioners and Advisory Committee members must provide a brief report on meetings that they have attended at the Commission's expense at the next regular Commission meeting.

Any expenses that do not fall within this policy or are outside of the County of San Diego authorized rates must be approved by the Commission in a public meeting before the expense is incurred.

Sunset Review: \_\_\_\_\_April 20196

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