

**KALAMAZOO COUNTY TRANSPORTATION AUTHORITY
POLICY STATEMENT AND IMPLEMENTING PROCEDURES**

**SUBJECT: REIMBURSEMENT
OF BOARD MEMBER
EXPENSES**

SECTION NO: 2.03.00

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EFFECTIVE DATE: 4/14/08

PURPOSE/APPLICATION: To delineate the rationale and procedures for the reimbursement of expenses to KCTA Board members when attending meetings or conferences on behalf of the KCTA.

POLICY STATEMENT: In order to advocate for and promote the KCTA, Board members are encouraged to attend meetings and conferences that are relevant to improving service delivery and policy development for the organization. Pursuant to KCTA By-laws (Article II, Section 6) attendance at such meetings shall be at the KCTA's expense. Expenditures in excess of \$250.00 per Board member per meeting or involving out of state travel will require Board approval. Expenditures by Board members must be in compliance with the expense procedures as set forth in this policy and corresponding procedures.

IMPLEMENTING PROCEDURES:

- Conference registration shall be arranged through the office of the Executive Director. And paid by the KCTA.
- Hotel rooms will be arranged at the lowest appropriate room rate. A board member's room will be reserved using a KCTA credit card. Board members will have to pay with their own credit card at checkout. Hotel costs will be reimbursed with a copy of the hotel bill.
- Cancellations will be handled through the Executive Director's office. Adequate advance notice is required.
- Air, train, bus car rental, taxi and shuttle service will be reimbursed by the KCTA pending a receipt. Reimbursement for air travel will be for coach class only. Board members wishing to travel first class must pay the difference.

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- Reimbursement for mileage in a private vehicle shall be reimbursed by the KCTA and shall be at the rate permitted by IRS regulations. Board members must pay the difference between the cost of a private vehicle and round trip airfare should the vehicle costs be higher. Parking lots, road tolls, and other transportation costs will be reimbursed pending a receipt(s).
- Board members shall be reimbursed for reasonable meal expenses when out of town. Meals (in and incidental expenses should not exceed \$64.00 per day .
- Personal expenses such as alcohol, sundries, entertainment, newspapers, magazines, etc. shall not be reimbursed.

REFERENCES: U.S. General Services Administration, Meals and Incidental Expenses 2008 Per Diem Rates

APPROVAL:

KCTA Chairperson

KCTA Secretary