

**GENERAL MEETING OF THE BOARD OF DIRECTORS
OF THE
CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY**

RESOLUTION NO. 05-15

WHEREAS, the Central Texas Regional Mobility Authority ("CTRMA") was created pursuant to the request of Travis and Williamson Counties and in accordance with provisions of the Transportation Code and the petition and approval process established in 46 Tex. Admin. Code § 26.01, *et seq.* (the "RMA Rules"); and

WHEREAS, members of the CTRMA Board of Directors, staff, and consultants may incur travel or other expenses in carrying out their duties and functions on behalf of the CTRMA; and

WHEREAS, actual expenses necessarily incurred by members of the Board of Directors in carrying out their CTRMA duties and functions are reimbursable by the CTRMA under §370.255 of the Transportation Code and Section 9 of the CTRMA's bylaws; and

WHEREAS, close fiscal oversight of CTRMA expenditures has been a consistent objective of the Board of Directors and its designees; and

WHEREAS, as the CTRMA adds staff and its operations require increased travel and expenses, the CTRMA Board of Directors desires to adopt a policy to guide the oversight of the incurrence and reimbursement of such expenditures; and

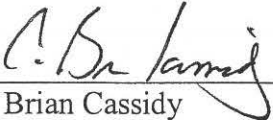
WHEREAS, the CTRMA staff has developed the Travel Expense Policy, attached hereto as Exhibit A, to meet the objectives of the Board of Directors and to ensure consistency and oversight with respect to reimbursement of travel and related expenses.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors approves the Travel Expense Policy, attached hereto as Exhibit A; and

BE IT FURTHER RESOLVED, that these policies may be amended from time-to-time in accordance with the procedures set forth in the CTRMA's bylaws.

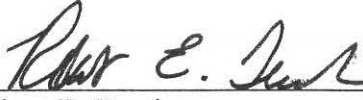
Adopted by the Board of Directors of the Central Texas Regional Mobility Authority on the 26th day of January, 2005

Submitted and reviewed by:



C. Brian Cassidy
General Counsel for the Central
Texas Regional Mobility Authority

Approved:



Robert E. Tesch
Chairman, Board of Directors
Resolution Number 05-15
Date Passed 01/26/05

CTRMA REIMBURSEMENT AND TRAVEL POLICY

I. Requests for Reimbursements that include Overnight Travel

A. Travel arrangements

- i. Should be made at lowest cost, using the Internet, if possible, to mitigate fees. Staff will assist in arranging flights. Travel agents may be used on more complicated travel arrangements to reduce staff time and thereby reduce overall costs.
- ii. Employee travel should be done in a manner to minimize time away from work.
- iii. Hotel shuttles should be used when available. Rental cars should be approved in advance by the Executive Director or Chief Financial Officer.
- iv. Additional lodging reimbursement would be allowed only if there is a significant reduction in airfare over the cost for the extra days lodging and per diems.
- v. All incremental costs of any non-CTRMA companion traveling with a CTRMA employee or Board member will be paid for by the employee or Board Member and must be paid in advance or promptly reimbursed to the CTRMA.
- vi. Travel expenses must be approved by the Executive Director before reimbursement. All out of state travel by staff must be approved by the Executive Director prior to travel.

B. Hotel accommodations

- i. Hotel stays will be reimbursed or paid for at the lowest reasonable rate.
 1. Exceptions to the above rate would include:
 - a. The alternate hotel would reduce total overall costs of travel, such as not requiring a rental car.
 - b. Time constraints for business meetings would require staying at a closer hotel.
 - c. Conference rate is always acceptable in Conference hotel or one located nearby.

C. Meals

- i. Will be reimbursed without a receipt at \$34/day.
- ii. Meals above \$34/day will require a receipt and justification.
- iii. No meals not related to CTRMA business will be allowed.

- iv. No reimbursement for alcohol will be allowed.

D. Incidentals

- i. Reasonable and customary tips and gratuities do not require a receipt.
- ii. Parking, toll and taxi receipts will be reimbursed on an actual basis.
- iii. Other minor expenditures should have a receipt and justification.
- iv. Local calls related to business will be reimbursed.
- v. Long distance calls related to business, including Internet connections will be reimbursed.
- vi. There will be no reimbursement for any parking or traffic violations.
- vii. There will be no reimbursement for entertainment purposes, including in hotel movies.

E. Rental vehicles

- i. Should be approved in advance by Executive Director or Chief Financial Officer.
- ii. Preference for compact or mid sized vehicles, unless multiple persons traveling in vehicle.
- iii. Gasoline should be refilled prior to returning.
- iv. Loss damage waiver should be used until such time CTRMA has other insurance coverage or individual, personal coverage extension.
- v. In certain cities, it is cost effective to use private van services in order to meet meeting schedules. The costs should be compared to taxi services for reasonableness.

F. Airfare

- i. Airfare should be booked at the most economical rate as far in advance as reasonably possible.
 - 1. Coach or business fares or Internet specials should be used when possible. Cost of upgrades at user's expense.
 - 2. Travel agents may be used on more complicated travel arrangements to reduce staff time and thereby reduce overall costs.
- ii. Cancellation fees or fees for ticket changes will be reimbursed if it is in the best interests of the CTRMA or a family emergency.

II. Mileage Reimbursement

Use of a personal vehicle on CTRMA business will be reimbursed using the current Internal Revenue Service rate. A request for reimbursement should include:

- A. The purpose of the travel
- B. The dates of the travel
- C. Net Mileage
- D. If a personal vehicle is used and extended or long-distance trip, the maximum reimbursement will be at the lower of the:
 - i. IRS rate times the number of miles driven or
 - ii. The lowest quoted airfare at the time of travel for overnight stay

III. Food Service at Local Meetings

Food service for local business meetings will be reimbursed. These business meetings are required for the active conduct of CTRMA business and include CTRMA Board meetings and workshops, CTRMA Board Committee meetings, meetings with other governmental entities for CTRMA business and other official business as determined by the Executive Director. A request for reimbursement should include:

- A. The purpose of the meeting
- B. The time and location of the meeting
- C. Names of principle attendees
- D. Approval of the reimbursement request by the Executive Director

IV. Other expenses

- A. Recruiting expenses for top level candidates, subject to approval by the Board of Directors.
- B. Organizational membership fees, subject to advance approval by Executive Committee.

V. Submission of Expense Reimbursement Requests

All expense reimbursement requests must be received by the CTRMA no more than 90 days after the occurrence of the expense. Any items over 90 days may be denied reimbursement.

VI. Reimbursement and travel policies apply to the CTRMA Board of Directors and all CTRMA staff.