

DEFERRED

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

RESOLUTION NO. 04-68

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 and CTRMA 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, 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 CTRMA's bylaws.

Adopted by the Board of Directors of the Central Texas Regional Mobility Authority on the 8th day of December, 2004.

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 04-68
Date Passed 12/08/04

Exhibit "A"
To Resolution No. 04-68

CTRMA Travel Expense Policy

I. Mileage Reimbursement

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

- i. The purpose of the travel
- ii. The dates of the travel
- iii. The beginning and ending mileage
- iv. If a personal vehicle is used, the maximum reimbursement will be at the lower of the:
 1. IRS rate times the number of miles driven or
 2. The lowest quoted airfare at the time of travel

II. Requests for travel that include overnight travel

A. Hotel accommodations

- i. Should be made at the lowest rate applicable.
 1. Government rate
 2. Conference rate
- ii. Other hotel stays will be reimbursed or paid for using the General Services Administrations (GSA) latest per diem rates. The current rates are found at: <http://policyworks.govv/org/main/mt/homepage/mtt/perdiem/perd05d.html>
 1. Exceptions to the GSA rate would include:
 - a. The 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.
- iii. Any waiver of the GSA rate requirement must be approved by the Executive Director.

B. Travel arrangements

- i. Should be made at lowest cost, using the internet, if possible, to mitigate fees. Travel agents may be used on more complicated travel arrangements to reduce staff time and thereby reduce overall costs.
- ii. Travel should be done in a manner to reduce time away from work.
- iii. If a conference or meeting ends on a Friday, a weekend stay would be allowed if:
 1. The reduction in airfare is greater than the extra days lodging and per diems.
- iv. Hotel shuttles should be used when available
- v. Travel must be approved by the Executive Director

- vi. All incremental costs of any family member traveling with a CTRMA employee will be paid for by the employee and must be promptly reimbursed to the CTRMA.

C. Meals

- i. Will be reimbursed without a receipt at the General Services per diem rates.
- ii. Meals above the GSA per diem will require a receipt and justification.
- iii. No meals related to entertainment will be allowed
- iv. No reimbursement for alcohol will be allowed

D. Incidentals

- i. Tips 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. A reasonable daily personal long distance call 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. Restricted to compact or mid sized vehicles, unless multiple persons traveling in vehicle.
- ii. Gasoline should be refilled prior to returning
- iii. Loss damage waiver should be used until such time CTRMA has other insurance coverage
- iv. In certain cities, it is cost effective to use private limousine 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
 - 1. Coach fares or internet specials should be used if lower than:
 - a. Inter-local agreements with other public entities that have airline fare agreements should be used.
 - 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 due to a family emergency.