

<b><i>SACOG Policy/Procedure:</i></b>	<b><i>Original Issue Date: 1/18/18</i></b>
<b>Board Travel Policy</b>	<b><i>Revision History: N/A</i></b>

## 1. Policy Scope

This policy applies to travel expenditures incurred by SACOG Board members and other elected officials from SACOG member agencies (officials). SACOG will not pay for any expenses under this policy for relatives of staff, officials or contractors. This policy is consistent with the same limitations imposed on SACOG staff and contractors. For complete information on authorized expenses, please refer to the SACOG Business Travel, Expense Report & Vehicles Policy.

## 2. Travel Authorization

The SACOG Board Chair is authorized to approve expenditure of funds for travel for board members and other elected officials from SACOG member agencies, in consultation with the CEO. Authorized travel expenses include lodging, transportation costs, registration or attendance fees, meals and other costs reasonably and necessarily incurred that are paid for by SACOG, or by the covered individual subject to reimbursement by SACOG, when required to travel on official SACOG business.

By policy, SACOG pays for 100% of the cost of the board chair's participation, and 50% of the cost of the vice chair's participation in the following conferences:

1. Metro Chamber Cap-to-Cap
2. Metro Chamber Study Mission
3. Asian Chamber D.C. trip
4. SACOG D.C. advocacy trips
5. SACOG Study Tours

SACOG also pays for a board appointee to attend the annual CALCOG Regional Forum, and provides reimbursement for said appointee for other CALCOG meeting travel expenses.

The Board Chair may choose to send alternates in place of the chair or vice chair, or cover additional members, subject to budget availability. The board chair will consider, but is not bound by, several criteria in selecting board members for travel. This could include, but is not limited to, geographic diversity, community size, members' past participation in conferences, and jurisdiction's ability to pay.

## 3. Expense Approval

To conserve SACOG resources and keep expenses within standards for public agencies, expenditures should adhere to the guidelines in the SACOG Business Travel, Expense Report & Vehicles Policy. In the event that expenses are incurred which exceed these guidelines, the Chief Executive Officer (CEO) or his/her designee must approve expenses. To the extent expenses are not approved or are deemed ineligible, officials may not be reimbursed. All travel expenditures and expense reports are subject to audit for compliance with this policy.

Officials are required to report some expenditures, or some gifts that are received in the course of travel (e.g., meals) under the SACOG Conflict of Interest Code and the California Political Reform Act. Covered

individuals are personally responsible for compliance, including any required reporting to the Fair Political Practices Commission and avoiding any actions that would violate the Conflict of Interest Code or the Political Reform Act.

All documentation of business travel and other agency expenditures are public records and subject to disclosure under the California Public Records Act.