



DATE: February 28, 2019

TO: Transportation Authority of Marin Board of Commissioners

FROM: Dianne Steinhauser, Executive Director
Li Zhang, Chief Financial Officer

SUBJECT: Acceptance of Revisions to the TAM Financial Management and Accounting Procedures (Action) - Agenda Item No. 6f

RECOMMENDATION:

The TAM Board reviews and accepts the following recommended revisions to the TAM Financial Management and Accounting Procedures:

- Clarify the TAM business related travel expenses reimbursement policy and procedures for TAM Board members – Page 5-7 of the Financial Management and Accounting Procedures

The Human Resource Ad Hoc Committee reviewed all the changes at its January 24, 2019 meeting and recommended the approval of the revisions.

BACKGROUND:

The TAM Financial Management and Accounting Procedures was originally developed and approved by the Board in June 2008. The policy has served TAM well and provided clear guidelines for all TAM financial activities. Periodic review of the policy has been conducted to ensure all components meet the requirement of current regulations/laws and to keep policies up to date with current standard practices.

DISCUSSION/ANALYSIS:

TAM Board members don't receive a stipend for serving on the Board. On the other hand, reimbursement request of eligible travel and meeting expenses related to required TAM business trips are always allowed under TAM's Financial Management and Accounting Procedures. This round of revision reconfirms the policy and clarifies the procedures that a Board member needs to follow in order to get reimbursed for all eligible travel and meeting expenses. Below are the highlights of the amendments proposed:

1. Reconfirm that all TAM Board members are eligible to receive reimbursement for all eligible TAM business related travel and meeting expenses
2. Clarify that TAM Board member reimbursement are subject to the same rules and limitation as TAM employees and are subject to in the Financial Management and Accounting Procedures

3. Added that for TAM Board members, written communications with the TAM Board Chair and Executive Director confirming the need of the travel is sufficient as approval for all eligible travel and meeting expenses
4. Clarify the reimbursement claim process and staff support provided for a TAM Board member when submitting a reimbursement request

FISCAL CONSIDERATION:

The revision has very minimal impact on TAM's FY2018-19 Annual Budget.

NEXT STEPS:

New Revisions will be effective once approved by the TAM Board.

ATTACHMENTS:

Cover and Page 5-7 of the TAM Financial Management and Accounting Procedures with Revisions Highlighted.

The full Financial Management and Accounting Procedures document is available upon request.

TRANSPORTATION AUTHORITY OF MARIN

Financial Management and Accounting Procedures

Originally Adopted June 2008

1st Revision December 2010

2nd Revision June 2011

3rd Revision January 2012

4th Revision April 2016

5th Revision December 2017

[6th Revision February 2019](#)

E2. EFT (Electronic Funds Transfer) payments

1. EFT payments received should be immediately recorded into MIP by the Accounting and Administrative Specialist once the email notification or bank transaction report is received. Correct segment codes should be assigned. Supporting documentation accompanying the EFT should be scanned and attached to the MIP transaction.
2. Printout of the MIP EFT transaction as well as photocopy of the check will be channeled to the Chief Financial Officer for review.

SECTION 3. EXPENDITURES

A. ~~Expense~~~~Staff~~ Reimbursement

A1. Definitions

Eligible claimants for reimbursement of authorized expenses include TAM Board ~~m~~Members and ~~TAM contract~~ employees. Authorized expenses mean those expenses as described in this procedure incurred by eligible claimants directly connected with authorized TAM business, travel, meetings, conferences, and training eligible for reimbursement. Authorized TAM business, travel, conferences, meetings, and training means any activities which have received specific authorization as described in this policy.

A2. Authorized expenses

The following expenses shall be eligible for reimbursement in connection with authorized TAM business, travel, conferences, meetings and training.

1. Mileage – Mileage is defined as the use of a private automobile for TAM business, travel, offsite meetings, conferences and training. Mileage reimbursement is meant to cover only those miles incurred above and beyond the ~~claimant's employee's~~ normal commute from home to his/her regular work location. Along with the mileage reimbursement, the ~~claimant employee~~ must provide a map log showing the total mileage for the trip, less the normal commute distance to and/or from work if applicable. If the travel time falls on a weekend and/or holiday, the mileage may be measured between ~~employee's the claimant's~~ home location and the site of business travel. The rate of reimbursement shall be the rate in effect at the time as established by the Internal Revenue Service. ~~TAM contract employees or officials~~ Claimant who receives an automobile allowance from TAM or the appointing agency are not eligible for mileage reimbursement.

All ~~contract employees or officials~~ claimants using a private automobile for authorized TAM business are required to have automobile insurance in compliance with State law. Employee's or official's own insurance company shall be responsible for responding to any claim made against the ~~employee or official~~ claimant in connection with the driving of a private automobile on TAM business.

2. Air travel – Air travel is defined as air transportation in connection with authorized

TAM business, travel, meetings, conferences and training. Governmental or group rates offered by the meeting or conference organizers shall be used when possible. In all other cases, economy or coach fares will be the rate eligible for reimbursement.

3. Lodging – Lodging is defined as overnight lodging in connection with authorized TAM business, travel, out-of-region meetings, conferences and training. Where the conference, training, or out-of-region business meeting is held in a hotel, the group rate at the establishment, when available, shall be eligible for reimbursement. In other instances, claimants shall seek reasonable, economical, comfortable, safe and secure lodging, which shall be eligible for reimbursement. Government rates shall be utilized when available. The Executive Director or his/her designee reserves the right to determine which lodging is reasonable, economical, comfortable, safe and secure, following guidelines of the U.S. General Services Administration (GSA).

3. Meals – Meals are defined as those meals in connection with authorized TAM business, meetings, conferences and training. Reimbursement shall be for actual expenditures in an amount not to exceed \$70 for three meals in a day, with \$15.00 for breakfast, \$20.00 for lunch and \$35.00 for dinner. In the case that employee is eligible for reimbursement for all three meals during the day, the reimbursement is only subject to the daily limit. Receipts are required for all meal reimbursements and alcohol consumptions are not allowed. ~~Staff can also claim up to \$5 without receipt for all services fees/tips, including but not limited to baggage carriers, bellhops, skycaps, hotel maids, waiters/waitresses, taxi and limousine drivers.~~ Reimbursement for expenses higher than the established rates for banquet meals at authorized conferences, professional meetings or training, or special events or functions may be eligible for reimbursement, to be determined on a case-by-case basis. Expenses associated with the consumption of alcohol are not eligible for reimbursement.

5. Conference and Training Fees – Defined as fees required for registration and related costs for authorized TAM conferences and training.

6. Miscellaneous – The following miscellaneous expenses are also eligible for reimbursement:

- Transit fares, bridge tolls (in excess of daily commute rate when applicable), travel to and from the airports or conference/meetings and parking for authorized TAM business, travel, meetings, conferences and training.
- Claimant can also claim up to \$5 without receipt for all services fees/tips, including but not limited to baggage carriers, bellhops, skycaps, hotel maids, waiters/waitresses, taxi and limousine drivers.
- Food, beverages (non-alcoholic) and kitchen supplies in support of authorized TAM business or meetings;
- TAM business related Internet access charges and printing and copying charges incurred while at an authorized TAM meeting (off-site), conference, training or special event or function;
- Memberships in relevant professional organizations as approved by the Executive Director or his/her designee;
- Any other authorized TAM business expenses less than \$50, as approved in advance by the Executive Director or his/her designee.

A3. Expense Reimbursement Procedure

1. Within Region ~~Cost-Expense~~ Reimbursement:

No advance approval is required for within regional reimbursement, provided that expenses are reasonable, TAM business related, and covered under A2. Authorized Expenses.

A Within Region Reimbursement Form along with original receipts is required for all claims. Some requests such as mileage and bridge toll paid with FasTrak do not require submittal of receipts. Some requests, such as reimbursement of expenses to provide food and beverages at TAM meetings are required to have approval in advance by the functional manager who directed that these be provided.

2. Out of Region ~~Expense~~ Reimbursement:

All expenses described in this section must be included in TAM's Annual Budget. Attendance at out-of-region, TAM business related meetings, conferences and special events also must be specifically and separately approved in advance by the Executive Director or his/her designee.

~~For TAM employees, An~~ approved Out of Region Travel Authorization and Claim Form is required for all reimbursement claims. ~~Each~~ reimbursement request must be accompanied by the prior authorization and the original receipt(s) for the expenses being claimed. Failure to submit the necessary receipts may result in denial of the reimbursement claim.

~~For TAM Board members, written communications with the TAM Board Chair and Executive Director confirming the need of the travel is sufficient.~~

3. Approval ~~Process~~

~~All~~ reimbursement requests submitted ~~by TAM employees~~ shall be reviewed for approval by the Executive Director or his/her designee. Within Region Expense Reimbursement request ~~must-should~~ be submitted monthly. Out of Region Travel Authorization and Claim form must be approved prior to start of the travel. The Executive Director or his/her designee reserve the right to question and deny expense items that cannot be proved to be business-related or the cost amount is not reasonable. Reimbursement requests by the Executive Director shall be reviewed ~~for~~ and approval by the Chair of the TAM Board.

~~For TAM Board members, upon completion of an eligible business travel event, the Board members can provide the trip information along with all original itemized receipts to TAM's administrative support staff for processing. The responsible staff will prepare the claim form for the Board members' signatures and then obtain approval from the Board Chair. Reimbursement requests by the Board Chair shall be reviewed and confirmed by the Executive Director.~~

4. ~~Payment~~ Process

Once the reimbursement request is approved ~~by the appropriate party, the Accounting and Administrative Specialist and the Chief Financial Officer will process the request and a checkpayment~~ will be issued within ~~1530~~ days.