

Non-CalMHSA Board Committee Member Travel Policy

Resolution No. 11-07

WHEREAS, CalMHSA recognizes the commitment to reimburse Non-Board Committee Members, in the event of financial hardship, for the ordinary and necessary travel expenses incurred while conducting CalMHSA business, to the extent financially possible.

NOW THEREFORE, The Board of Directors of CalMHSA hereby adopts the following Non-Board Committee Member Travel Policy below, and hereby confirms that the policy is effective as of the date of this meeting, October 13, 2011.

CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY

(CalMHSA)

Non-Board Committee Member Travel Policy

CalMHSA recognizes the commitment to reimburse Non-Board Committee Members, in the event of financial hardship, for the ordinary and necessary travel expenses incurred while conducting CalMHSA business, to the extent financially possible. The Board of Directors of CalMHSA hereby adopts the following Non-Board Committee Member travel policy.

The Authority may reimburse Non-Board Committee Members for ordinary and necessary travel expenses, subject to budget limitations.

- A. Subject to demonstration of fiscal hardship and approval of the Executive Committee, a Non-Board Committee Member may apply for reimbursement for travel.
- B. The Authority may reimburse travel expenses based on the most economical and cost effective mode of transportation.
- C. The following CalMHSA Travel Policy Guidelines are attached to assist in implementation of this policy. Exceptions to this policy or the implementing guidelines must be approved in advance by the President.
- D. Expense claims, including those for mileage, are to be submitted for reimbursement within thirty (30) days of accruing the expense on the CalMHSA travel claim form. Claims not submitted in a timely manner will be denied.
- E. Non-Board Committee Members are defined as follows: Advisory Committee stakeholder members, workgroup members, subject matter experts, etc.

CalMHSA

Non-Board Committee Member Travel Policy Guidelines

I. Automobile Expenses: CalMHSA may pay a mileage allowance equivalent to the amount authorized by the Internal Revenue Service for employee use of private automobiles.

- A. CalMHSA may reimburse for mileage from the point of departure to the point of return. The mileage reimbursement shall be based on the most direct or commonly traveled route.
- B. Rental autos used for transportation between an airport or station and hotel or meeting site should be used only if it is the most economical transportation. Reasonable efforts should be made to share rental auto expenses with other Non-Board Committee Members when appropriate. The size of vehicle rented shall be appropriate to the length of trip and number of people being transported.

II. Transportation and Hotel Accommodations: All air, rail or bus transportation and hotel accommodation arrangements will be made by CalMHSA. Non-Board Committee Members must contact staff for these arrangements.

- A. Air transportation should be used when it is the most cost effective and economical mode of transportation. Exceptions to this rule must be approved in advance by the Executive Director of CalMHSA.
- B. Frequent flyer miles or friends fly free benefits may be retained by the Non-Board Committee Member.
- C. Non- Board Committee Members making their own transportation and hotel accommodation arrangements will be personally responsible for those charges.

III. Parking and Tolls: CalMHSA may reimburse Non-Board Committee Members for parking expenses or toll fees incurred while on Authority business.

IV. Travel expenses claims: A travel expense claim form shall be submitted on forms provided by CalMHSA. Receipts shall accompany the travel expenses claim for all expenses. CalMHSA retains the right to audit any claim requesting reimbursement. The claim must include the following:

- Claimant's name and address.
- Date and purpose of the meeting.
- Location of the meeting.
- Itemized statement of expenses incurred.
- Total expenses incurred.
- Amounts payable to the Committee Stakeholder Member
- Claimant's certification and signature.
- Proof of travel expenses.

Date Adopted: October 13, 2011

Date of Last Revision: N/A

Replaces Resolution No: N/A

Ayes: _____

Noes: _____

Abstains: _____

Absent: _____

NAME

TITLE

DATE