



RETIREMENT BOARD POLICY AND REFERENCE MANUAL

SUBJECT: TRAVEL REIMBURSEMENT POLICY STATEMENT	Section: 2-1C Date Adopted/Revised: 2/8/2017
SYSTEM(S): JOINT	Approved:  Retirement Administrator

PURPOSE

This Travel Reimbursement Policy statement is to be implemented in harmony with existing philosophy, objectives, policies and guidelines previously approved by the Boards. This policy is supplemental to the filing and disclosure requirements under the Political Reform Act and is not in lieu of those requirements. It defines the process and procedures for reimbursement of education and due diligence travel expenses.

POLICY

It is the desire and intention of the Retirement Boards ("Boards") of the City of Fresno Fire and Police and Employees Retirement Systems ("CFRS") to ensure that individual Board members and staff receive current education and participate in due diligence visitations as may be necessary in the interest of gaining knowledge and insights which are pertinent to public pension plan benefits administration or fund investing. Therefore, the Boards shall establish an annual budget to cover the cost to provide continuing fiduciary education for its Board Members and retirement staff.

The responsibility for establishing standards of accountability for CFRS Board Members and retirement staff relative to continuing education and due diligence visitations is vested with the Boards.

This policy shall periodically be reviewed by the Boards and may be amended by the Boards at any time.

A. Travel Authorization

Travel for public retirement systems meetings and conferences listed in Exhibit "A" of the Boards Continuing Education and Due Diligence Visitations polices Section 2-1A and 2-1B, do not require prior Board approval unless travel is outside the United States.

Travel for meetings and conferences not listed in Section 2-1A, Exhibit "A", require prior approval by the Board and should be submitted to the Board in the form of a consent item requesting the meeting or conference. The Retirement Administrator may approve travel by a staff member for administrative purposes, provided sufficient funds are included in the Retirement Office Budget or as amended by the Boards.

Authorization to attend client conferences organized or sponsored by a single company or firm shall be restricted to those conferences sponsored by firms who maintain a professional relationship with CFRS.

B. Costs of Administration

Travel and hotel expenses of Board members and staff shall be direct costs of the administration to the Systems and may not be paid through third party contracts, or otherwise, without express authorization of the Boards.

Exceptions:

1. While traveling, Board Members may participate in meals provided by third parties. In these situations, Board Members may not claim per diem reimbursement for such meals and must comply with the Political Reform Act (Gov. Code sec. 81000 et seq.) and the Board's disclosure policies and procedures, as applicable.
2. Board Members may accept payment for necessary transportation, meals and lodging from a conference organizer, when the receipt of such is in connection with a speech as defined in regulations implementing the Political Reform Act and does not constitute a reportable "gift" under the Political Reform Act.

C. Authorized Expenses

Authorized expenses for travel for Board members and staff shall be determined by the Boards as set forth in Exhibit "A". Such reimbursement rates shall require an annual adjustment based on an annual change in the Consumer Price Index (CPI) and shall be approved by the Boards. In addition, Board Members and staff shall be entitled to reimbursement for all other reasonable and necessary expenses incurred in connection with CFRS business. Board Members and staff are authorized to travel in "business class" or equivalent class for international flights. The System's will reimburse the additional cost of coach/economy class seats advertised as having additional leg room regardless of flight time. Recognizing that carriers have begun charging for incidental items historically included in the ticket price (for example, checking luggage and providing pillows, blankets and non-alcoholic beverages during flights, etc.) the System's will also reimburse carrier charges for such incidental items.

Corporate credit cards may be issued to Board members and staff to be used for authorized travel expenses in accordance with Board Policy Section 2-12 Credit Card Use.

D. Claims for Reimbursement

Travel expense reimbursements shall be claimed by completing a [Travel Reimbursement Form](#) and submitting the form to the Retirement Office.

E. Travel Advances

Travel advances can be received by preparing a Travel Advance Form and submitting the form to the Retirement Administration Office.

F. Expenses for Spouses

Expenses of spouses and/or traveling companions are not reimbursable.

G. Limitation on Allowance of Time and Expense

Allowance for time and expense shall not exceed that which is usual and reasonable as claimed by others to that precise destination. Travel and lodging is authorized the day before a conference or seminar when there is significant content on the first day of the conference or seminar agenda. Pre-registration for the conference or seminar that is listed on the agenda is not considered significant agenda content to justify travel and lodging for the prior day. When substantive content continues after 4:00 p.m., lodging for that night is authorized. Lodging and per diem for extra days prior or after a conference will be reimbursed if such extension results in lower overall trip costs. For staff, cost comparisons for trip extensions shall include the costs of salary for any work days lost by the extension.

H. Ground Transportation

Individuals will be expected to use airport shuttle service to and from metropolitan destinations unless such use is precluded by time constraints or it is safer, more efficient, or more economical to hire a taxi or rent a car, pay for parking, fuel, etc. Reimbursement for a private car or limousine service shall be limited to no more than the cost of a taxi. Automobile rental is allowable if it is less expensive or more appropriate for the efficient conduct of System business than the use of a taxi or bus. Pre-approval by the Board Chair for use of a rental car is required along with a written justification. Payment for collision and personal property insurance will be reimbursed in cases where car rental is appropriate.

I. Cancellation of Travel and Lodging Arrangements

Individuals are responsible for timely cancellation of travel and lodging arrangements made on his/her behalf which will not be used, so that no costs will be incurred by the Systems.

J. Responsibility for Travel and Lodging Costs

Absent special situations which shall be reviewed by the Boards, costs incurred by the Systems as a result of non-cancellation of travel and lodging arrangements in a timely manner will be the responsibility of the traveler.

Report Following Attendance at Conference and Seminars

Board Members and staff who travel to conferences and seminars should, when appropriate, file with the secretary of the Boards a report which briefly summarizes the information and knowledge gained, and provide a recommendation concerning future participation. Such report shall be made by completing the form attached hereto as Exhibit "B", and shall be filed at the time the expense claim is submitted. The Secretary of the Boards shall cause a copy of the report to be distributed to each member of the Boards, and the Retirement Administrator and the Assistant Retirement Administrator.

K. Annual Travel Report

The Boards recognize that there is a delicate balance between a fiduciary's need to become well informed on issues and topics that might have an impact on the trusts and the fiduciary obligation to manage trust assets at a reasonable cost and for the benefit of the beneficiaries. It is the Board's policy to provide transparency over education and due diligence travel for Board Member and staff by having the Retirement Administrator submit an annual conference, education and due diligence travel report to the Boards listing the completed education, conferences and due diligence attended by Board Members and staff. Such report shall identify the individual, location of the education or conference, cost and purpose.

L. Political Reform Act Requirements

Individual CFRS Board Members have the responsibility to ascertain and comply with their obligations under the Political Reform Act. For example, if a Board Member's accepts meals or transportation that is paid for by a third party (i.e. not the Board Member or CFRS), the Board Member is responsible for his or her compliance with the Political Reform Act.

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1. *Adopted 3/10/1999*
 2. *Amended list of approved conferences, adopted 6/15/2005*
 3. *Amended standard mileage rate, adopted 2/14/2007*
 4. *Reviewed, amended paragraphs C, G, J, N and Reimbursement Schedule, adopted 12/12/2007.*
 5. *Amended paragraph A, adopted 7/24/2008.*
 6. *Amended Exhibit A, adopted 5/13/2009*
 7. *Annual Review, revised 6/8/2011*
 8. *Amended policy, changed to three separate sections for Continuing Education, Due Diligence and Travel Reimbursement. Adopted by Employees Retirement Board on January 11, 2017 and Fire and Police Board on February 8, 2017.*

EXHIBIT "A"
City Of Fresno Retirement Systems
Travel Expense Reimbursement Schedule

Amounts which can be reimbursed for lodging and meals are:

LODGING	Actual expenses for lodging will be reimbursed upon submittal of receipts. Reimbursement for lodging will be limited to a standard-class single-room rate.
MEALS	<p>Reimbursement for meals shall, at the traveler's option, be based either on:</p> <p>A. The per diem allowance computed at the Meals & Incidental Expenses rate (the "M&IE Rate") published by the Internal Revenue Service and in effect on the date of travel for the locality of travel. A copy of the current M&IE Rates will be kept in the Retirement Office. The per diem allowance shall be prorated for partial days of travel as follows: one-quarter of the M&IE Rate for travel under six hours; one-half of the M&IE Rate for travel from six hours to twelve hours; and the full M&IE Rate for travel over twelve hours. Under the Per Diem method, if the traveler is provided a meal by another individual or firm, then that meal shall be excluded from Per Diem reimbursement, or</p> <p>B. Actual cost incurred, not to exceed \$100 U.S. dollars per day as adjusted by any foreign currency devaluation. Receipts shall be required for reimbursement.</p> <p>The method selected for reimbursement shall apply for the entire trip.</p>
INCIDENTAL EXPENSE	Incidental business expenses reasonably incurred in connection with CFRS business, such as telephone, fax, internet access, and similar business expenses, shall be reimbursed upon submittal of receipts. Telephone charges to family members will be considered allowable reimbursement if necessary to communicate changes in travel arrangements.
PORTERAGE AND OTHER PERSONAL SERVICES	Maximum reimbursement for portorage is \$ 15.00 per day of travel.
AIRPORT PARKING	Parking in long term lots will be reimbursed at current rates (receipt required).
MILEAGE	Mileage for out of town travel may be claimed on the Board's Travel Reimbursement Form using the applicable mileage reimbursement rates that the City of Fresno has approved for their employees.

EXHIBIT "B"

City of Fresno Retirement Systems
Conference Evaluation Form

EXHIBIT "C"

City of Fresno Administrative Order 6-6