




## RETIREMENT BOARD POLICY AND REFERENCE MANUAL

<b>SUBJECT:</b> TRAVEL REIMBURSEMENT STATEMENT POLICY	<b>Section:</b> 2-1B <b>Date Adopted/Revised:</b> 5/13/2026
<b>SYSTEM(S):</b> JOINT	<b>Approved:</b>  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 continuing 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 visits 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 related to continuing education and due diligence visits 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 policy Section 2-1A, does not require prior Board approval.

Travel for meetings and conferences not listed in Section 2-1A, Section G or in 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. Employee Board Member Authorization for Release Time**

In accordance with City of Fresno Administrative Order 6-6 (Exhibit "B"), an employee Board member must submit a written request for release time to their department director for authorization for release time to attend conferences, training or due diligence site visitations. They should use best efforts to provide such notice not less than thirty (30) days before the requested travel date.

**C. 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.

**D. Authorized Expenses**

Board Members and staff shall be entitled to reimbursement for 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 all trans-oceanic flights, and for domestic itineraries where the travel time from departing city to the destination is eight hours or more, including layovers. The Systems will reimburse the additional cost of coach/economy class seats advertised as having additional leg room regardless of flight time. If a claim for reimbursement is made for an expense that does not seem reasonable, the

Retirement Administrator shall discuss the expenses with the Board Chairs seeking direction.

Authorized meals and lodging expenses for travel for Board members and staff shall be determined by the Boards as set forth in Exhibit "A". Such reimbursement rates shall follow the U.S. General Services Administration (GSA) for domestic travel or US Department of State per diem rates for international travel, utilizing rates published and in effect on the date(s) of travel for the locality of travel.

Under either the Actual Cost option or the Per Diem method of meal reimbursement, if the traveler is provided with a meal by another individual or firm, then that meal shall be excluded from reimbursement. Meals provided by a common carrier (i.e., an airline) or a complimentary meal provided by a hotel/motel do not affect per diem reimbursement per Federal Travel Regulations set forth by the GSA. Breakfast is not reimbursable on the day of departure unless the trip starts prior to 7:00 a.m. Dinner is not reimbursable on the day of return unless the trip ends later than 8:00 p.m. Actual cost option for meal reimbursement allowance is limited, not to exceed \$100 U.S. per day as adjusted by any foreign currency devaluation.

Receipts shall be required for actual cost reimbursement and alcohol is not included as a reimbursable expense. The method selected for reimbursement shall apply for the entire trip.

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, Wifi access, etc.) the Systems' will 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.

#### **E. Claims for Reimbursement**

Travel expense reimbursements for Retirement Staff shall be submitted on a [Travel Reimbursement Form](#) to CFRS Finance Staff for initial review and payment processing. Board members are to coordinate their travel expense reimbursements with the Secretary of the Board which will be forwarded to CFRS Finance staff for final review prior to authorization.

Once reviewed, Travel Reimbursement Forms shall be forwarded for the appropriate authorization/approval signature(s) by the Assistant Retirement Administrator(s) and/or the Retirement Administrator. A final copy of the approved reimbursement form will be provided to the traveler.

**F. Travel Advances**

Travel advances can be received by preparing a Travel Advance Form and submitting the form to the CFRS Finance Staff.

If travel cancellation occurs after a Travel Advance is paid to an individual, CFRS Finance will automatically make deductions from future Travel Reimbursements or Advances until the Travel Advance payment is fully recovered.

**G. Expenses for Spouses**

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

**H. 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 workdays lost by the extension.

**I. Ground Transportation – Taxi, Bus Fares, Rideshares and Car Rentals**

Payment for collision and personal property insurance will be reimbursed in cases where car rental is appropriate. Reimbursement for travel to lodging, meals, meeting sites and airports are allowed. Reimbursements will be provided for the most appropriate transportation including taxi, bus fares, rideshares or a rental car when such transportation is necessary in the conduct of Retirement System business.

**J. 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.

**K. Responsibility for Travel and Lodging Costs**

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

Consideration should be given to the purchase of fully refundable airfare tickets

and accommodations to prevent non-reimbursable costs, should travel be cancelled.

As a result of untimely cancellation of travel, any Travel Advance payment not recovered by CFRS prior to the separation from Retirement Office service or upon resignation as a CFRS Board member, is due and payable in full by the resigning staff or Board member.

## **L. 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 Boards' 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 a report shall identify the individual, location of the education, conference or due diligence, cost and purpose.

## **M. 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.*
  9. *Amended to clarify policy and remove Exhibit B – Conference Evaluation Form contained in Continuing Education Policy Section 2-1A, revised and adopted by Boards on 8/13/2025.*
  10. *Amended to clarify per diem meals are not affected by a common carrier (airline) or a complimentary meal provided by a hotel/motel; and to add Employee Board Member Authorization for Release Time requirement, add provision for reimbursement of cost for additional legroom on economy/coach flights regardless of flight time and WiFi expenses reviewed on 4/8/2026.*
  11. *Amended to clarify business class travel for domestic flights, adopted 5/13/2026.*

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

**Amounts which can be reimbursed:**

<b>LODGING</b>	Actual expenses for lodging will be reimbursed upon submittal of receipts. Reimbursement for lodging will be limited to a standard-class single-room rate.
<b>MEALS</b>	<p>Reimbursement for meals shall, at the traveler's option, be based either on:</p> <p>A. <u>Per Diem Option</u>: This allowance is computed at the Meals &amp; Incidental Expenses rate (the "M&amp;IE Rate") published by the U.S. General Services Administration (GSA) and in effect on the date(s) of travel for the locality of travel. Meals provided by a common carrier (airline) or a complimentary meal provided by a hotel/motel do not affect per diem reimbursement per Federal Travel Regulations set forth by the GSA. Per Diem rates can be found on the GSA website at <a href="http://www.gsa.gov/perdiem">www.gsa.gov/perdiem</a> for domestic travel. For international travel, per diem rates are set by the US Department of State and can be found at <a href="https://allowances.state.gov">https://allowances.state.gov</a>. 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. Breakfast is not reimbursable on the day of departure unless the trip starts prior to 7:00am. Dinner is not reimbursable on the day of return unless the trip ends later than 8:00pm.</p> <p style="text-align: center;"><b>or</b></p> <p>B. <u>Actual Cost Option</u>: This allowance for meals is the amount actually 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>
<b>INCIDENTAL EXPENSE</b>	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.
<b>PORTERAGE AND OTHER PERSONAL SERVICES</b>	Maximum reimbursement for portorage is \$ 15.00 per day of travel.
<b>AIRPORT PARKING</b>	Parking in long-term parking lots will be reimbursed at current rates (receipt required).
<b>MILEAGE</b>	Mileage for out-of-town travel may be claimed on the Board's Travel Reimbursement Form using the applicable IRS standard mileage rates that the City of Fresno has approved for their employees.

<p><b>MILEAGE (CONTINUED)</b></p>	<p>City of Fresno owned vehicles should not be used as a method of transportation for CFRS travel business. If a city owned vehicle is used in error, mileage reimbursement will be issued to the City of Fresno department of the issued vehicle and not to the traveler.</p>
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**EXHIBIT “B”**

City of Fresno Administrative Order 6-6

<b>Subject:</b>	Release Time Policy for Employee Retirement Board Members	<b>Number:</b> 6-6
		<b>Date Issued:</b> December 1, 1998 <b>Date Revised:</b>
<b>Responsible Department:</b>	City Manager	<b>Approved:</b>

**Purpose**

To fulfill their fiduciary obligations to the Retirement Systems, it is essential that elected or appointed employee Retirement Board members attend Retirement Board meetings, Committee meetings, retirement-related conferences, investment-related advisory meetings and conduct on-site visitations as part of the Boards' due diligence evaluation of proposed and current providers of services.

To fulfill their fiduciary obligations, each employee Board member must be allowed sufficient release time from work duties to fulfill his or her Board responsibilities. This policy is intended to establish the necessary policies, procedures and guidelines for release time of employee Board members.

**Policy**

1. It is the policy of the City of Fresno to allow employee Board members release time from work duties to attend noticed Board and Committee meetings appropriate, due diligence site evaluations of proposed and current providers of services, and appropriate retirement-related conferences.
2. Employee Board member release time will be fully reimbursed by the Retirement Systems to hold the departments harmless from any financial impact.

**Procedures**

1. Elected or appointed employee Board members are authorized to attend all noticed Board and Committee meetings.
2. Authorization for release time for conferences, training or due diligence site visitations.
  - a. The employee Board member must submit a written request for release time to his or her department director, and should use best efforts to provide such notice not less than thirty (30) days before the requested travel date. The department director shall use best efforts to respond to the employee within seven (7) days of receipt of the request.
  - b. Should the department director deny a request, the employee Board member and the department director shall meet to discuss the issues relating to the denial of the release of time. If the parties are unable to resolve the issues, they will meet with the Chief Administrative Officer for a final determination of the issues.

Administrative Order 6-6  
December 1, 1998  
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- c. The conferences, training and due diligence site visitations for which paid release time is sought, must be related and necessary to the Board member's fulfilling his or her fiduciary obligations to the System.