

DRAFT

LOS ANGELES COUNTY AFFORDABLE HOUSING SOLUTIONS AGENCY

REIMBURSEMENT POLICY

I. Purpose

The purpose of this Reimbursement Policy (“Policy”) is to establish procedures for reimbursing Los Angeles County Affordable Housing Solutions Agency (LACAHS) employees, independent contractors, and board members on the use and expenditure of LACAHS resources, as well as standards against which those expenditures will be measured.

LACAHS Reimbursement Policy is governed in accordance with California Government Code sections 64700- 64832

II. Definitions

1. LACAHS Business Travel – Travel which requires board members, employees, independent contractors or volunteers to conduct specific items of LACAHS business away from their normal place of business.
2. LACAHS employee – Any person regularly employed by LACAHS, excluding board members and independent contractors.
3. Normal Place of Business – The incorporated and unincorporated boundaries of Los Angeles County
4. Out-of-State Travel – includes all costs related to business travel outside the State of California.
5. In-State travel – all costs related to business travel within the State of California.
6. Miscellaneous Meals/Mileage – all miscellaneous costs not directly attributable to conferences or training.

III. Policy

1. LACAHS funds, equipment, supplies (including letterhead), titles and staff time must only be used for authorized LACAHS business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as the other requirements of this policy are met:

- 1.1 Communicating with representatives of regional, state and national government on LACAHS policy positions.

- 1.2 Attending educational seminars designed to improve skill and information levels.
- 1.3 Participating in regional, state and national organizations whose activities affect the LACAHSAs interests.
- 1.4 Recognizing service to the LACAHSAs
- 1.5 Attending LACAHSAs events.
- 1.6 International travel and expenses which exceed the approved budget require prior approval by the LACAHSAs CEO.

2. Personal expenses LACAHSAs will not reimburse include, but are not limited to: personal portion of any trip; family expenses; entertainment expenses, including theater, movies, sporting events or other cultural events; non-mileage personal automobile expenses; personal losses incurred while on authority business.

3. Cost Control – To conserve LACAHSAs resources and keep expenses within standards for public officials, expenditures should adhere to the following guidelines: in the event that expenses are incurred which exceed this policy, the cost borne or reimbursed by the LACAHSAs will be limited to the costs that fall within this policy

4. Transportation – The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, including using the most direct and time-efficient route.

5. Mileage – Automobile mileage will be reimbursed at the Internal Revenue Service (“IRS”) standard mileage rates. These rates are designated to compensate the driver for gasoline, insurance, maintenance and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable, up to a limit of \$75 dollars per trip.

6. Airfare – Airfares that are equal or less than those available through the California Department of General Services are presumed to be the most economical and reasonable for purposes of reimbursement under this policy.

7. Car Rental – Rental rates that are equal or less than those available through the State of California’s website shall be considered the most economical and reasonable for purposes of reimbursement under this policy. Itemized receipts must be submitted with vehicle rental claims, including receipts for fuel.

8. Taxis/Shuttles/Ride Shares - Taxis or shuttles fares may be reimbursed at actual cost, including a 20 percent gratuity per fare, with receipts.

9. Lodging – Lodging expenses will be reimbursed or paid for when travel on official LACAHSAs business reasonably requires an overnight stay. Travelers must request government rates, when available. Lodging rates that are equal to or less than

government rates are presumed to be reasonable and hence reimbursable for purposes of this policy. In the event government rates are not available at a given time or in a given area, reimbursement shall be provided at the rate established by the Internal Revenue Service (“IRS”) for the community in which the activity takes place unless there are no lodging facilities in reasonable proximity to the activity which offer that rate at the time of booking. In the event there are no such lodging facilities available at the IRS reimbursement rate, reimbursement shall be at the actual lodging rate as long as the activity has been approved by the LACAHSAs CEO.

10. Conference/Meetings – If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. If the group rate is not available, see previous section.

11. Meals – Reimbursable meal expenses are reimbursable up to a maximum \$35 (adjusted annually for inflation) per meal and associated gratuities up to a maximum 20%. LACAHSAs will not pay for alcohol/personal bar expenses.

12. Telephone/Fax/Cellular/Internet –Actual telephone, fax and short-term internet expenses incurred on LACAHSAs business are reimbursable when not covered under a pre-existing plan or service arrangement.

13. Airport Parking - Long-term parking must be used for travel exceeding 24-hours.

14. Other- Baggage handling fees of up to \$40 per bag and gratuities of up to 20% percent will be reimbursed.

15. Credit Card Use -LACAHSAs does not issue credit cards to individual office holders and does not have a LACAHSAs credit card.

IV. Procedure

1. All expense reimbursement requests must be submitted on an expense report form provided by LACAHSAs.

2. Expense reports must document that the expense in question met the requirements of this policy.

3. Officials must submit their expense reports within three (3) weeks of an expense being incurred, accompanied by receipts documenting each expense. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary

documentation. Inability to provide such documentation in a timely fashion may result in the expense being borne by the official.

4. LACAHSAs personnel should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other applicable California laws. All LACAHSAs expenditures are public records subject to disclosure under the Public Records Act (and other laws).