

# Item 7:

## Travel Reimbursement Policy

Presented by:  
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# Purpose of Update

## History

- GCTD reimburses employees for expenses incurred while traveling for GCTD business.
- This policy establishes a formal policy for reimbursements.

## New Policy Includes

- Changes process from receipt based to a per-diem maximum reimbursement amount for meals/incidentals.
- Clarifies employees require GM pre-approval *before* trip
- Board members require Chair / or Vice Chair approval
- Travel reimbursement requests due within 30-days



# Permittable Travel Purposes

## Industry Meetings / Conferences

- California Transit Association
- CalAct Conferences
- American Public Transit Association
- Zero Emissions (ZEBRA)
- Etc.

## Training / Professional Development

- Southern California Training Consortium
- Safety / CHP
- National Transit Institute
- Etc.



# Upcoming Industry Meetings



## 2024 Upcoming Conferences / Industry Meetings

- APTA Board Members Seminar, San Jose July 13-16
- CTA Fall Conference, San Jose, CA Nov 20-22
- APTA Annual Conference, Anaheim Sep 29-Oct 2

## 2025

- Cal Act Conference, San Diego, CA Spring tbd
- CTA Fall Conference, TBD
- APTA Annual Conference, Boston, MA TBD



# Recommendation

**Recommended that the Board Approve  
GCTD's Travel Reimbursement Policy**

