

Our mission:

To meet our constituents' present and future public transit needs by offering safe, clean, reliable, courteous, accessible and cost-effective service throughout the District

Memorandum

To: Board of Directors

From: Paula Perdue, Executive Director to the Board

Date: 7/22/14

Subject: FAQ Questions on revised Board Policy on Travel and Local Expenses

Board members who have questions on their local and travel policies should refer to the policy manual or contact the Board office for specific questions. This Frequently Asked Questions (FAQ) is intended as a fast and abbreviated guide for a number of issues that frequently arise on a daily basis.

1. Incoming/newly elected Directors will be authorized (if they request) an initial communications setup package that includes a cell phone, high speed internet, and fax machine. New cell phone subscriptions, if required, will be obtained by the Director in the Director's own name, subject to reimbursement by RTD. The Director will be responsible for selection, use, ownership, loss and replacement of all equipment after initial reimbursement by the District. Fax machines provided by the District will remain the property of the district and must be returned upon the Director leaving office. High-speed internet accounts will be in the District's own name but RTD will reimburse costs of installation. The total package selected will be subject to the \$700 initial setup limit.
2. All members are eligible to receive reimbursements on a monthly basis of the following **recurring** costs: Cell phone service (not to exceed \$40), high-speed internet service (not to exceed \$40), fax telephone service (not to exceed \$30) and an annual allowance of up to \$95 for local publications. (Directors would identify on an annual basis, publications to which they subscribe and submit their subscription costs). Directors would be required to submit a monthly expense report that covers all such recurring costs up to a maximum of \$110.00

Travel:

1. Board members are allowed an annual travel budget for reimbursement of incurred normal and ordinary expenses while traveling on agency business (i.e. conferences, etc.). RTD operates on a receipts based reimbursement following the IRS schedule for allowable expenses.
2. Directors can be reimbursed for daily personal meals and gratuities with the submittal of an itemized receipt and documentation that identifies the time, place and business purpose. If the Director hosts a business meeting with others, the receipt must show the purpose of the meeting, the names of the people in attendance and the time and place.
3. Travel arrangements are normally made through the Board office. If a Director elects to make his own arrangements, a copy of his/her itinerary along with the information for travel should be provided to the Board office for record keeping of the RTD authorized trip.

FREQUENTLY ASKED QUESTIONS (FAQ)

Business Communications Expenses:

How much will the District pay if I substitute a Smartphone for a cell phone?

The District recognizes that some smartphones, Blackberries/ cell phones offer interchangeable features and therefore will support the substitution of a RTD compatible Blackberry for a cell phone. The District will pay for the initial installation fees as long as the total costs for all communications package (fax, cell phone and high speed internet) does not exceed \$700.

The District will not pay for both a cell phone and a Blackberry or Smartphone (I.e. if you are submitting your data plan for a Blackberry which consists of charges for voice and data respectively of approximately \$40 and \$50 monthly, RTD will not reimburse you separately for a cell phone or high-speed internet.)

If I purchase a Smartphone/cellphone or similar device, and charge RTD for the equipment, will it need to be returned to the District when I leave office?

Any equipment that you purchase using RTD funds or you applied for reimbursement by RTD, the equipment will be considered RTD property and will need to be returned to the District when you leave office. If you do not request reimbursement for the equipment as part of your installation charges, the purchase is considered personal and does not need to be returned.

If I purchase a Smartphone, iPhone or similar technology, can my system be synchronized with the RTD system for mail, scheduling, backup and support?

It depends. If your system is part of another Enterprise Server, it may not be possible (or issues could occur) if you attempt to synchronize to the RTD Enterprise Server. It is best to consult with the IT personnel on premise.

Will RTD purchase the cell phone, high-speed internet or fax line for me?

The approved Board policy states that the Board member is responsible for new cell phone subscriptions in his own name. It also states that the Director is responsible for selection, use, ownership, loss and replacement of all equipment after initial reimbursement by the District. The Director is responsible for ordering the high speed internet and fax line in his name. However, RTD will provide and install the fax machine once the line has been ordered. Fax machines provided by the District remain the property of RTD. The Board office will provide paper, cartridges or toner for the machines.

Will RTD reimburse me for a lost or stolen cell phone/Smartphone?

No. The Director is responsible for selection, use, ownership, **loss and replacement** of all equipment after initial reimbursement by the district.

What is the process for getting reimbursement on my setup/installation charges?

Copies of your purchase and installation charge receipts should be submitted to the Board office as part of your local monthly expense report form. The Board office will process this request and a check for reimbursement will be generated for you.

Are receipts required for reimbursement on my monthly recurring costs for cell phone,

high speed internet and fax telephone line service?

While the current policy does not specifically asks for receipts, in a conversation with the RTD auditor, she has indicated that from a test of public scrutiny, it is advisable that receipts are provided on these recurring costs.

Will I still be reimbursed \$110.00 monthly for my recurring costs even if my costs are less?

The intent of this policy is to ensure that Directors are reimbursed for all expenses you incur as part of doing RTD business. However, it is not meant to subsidize personal or other charges that are not directly a part of doing RTD business.

Can I be reimbursed more for my monthly recurring cell phone service if I do not have a fax and will not incur any expenses in that area?

No. The current policy states not to exceed \$40 month for cell phone service.

Do I need to provide itemized receipts for my local business expenses or meals?

Yes. Itemized receipts are required for any expenditure over \$10.00. The Chairman will no longer accept credit card receipts that do not itemize the expenditure and will apply the \$10 maximum where no receipt is received. Exception to this is your mileage charges.

Can I drive my personal vehicle to attend a conference outside of the District?

The use of personal vehicles outside of the District is not encouraged. Directors must receive the Chairman's approval **prior** to using a personal vehicle for official business outside the boundaries of the District.

In rare cases where the use of personal vehicles is approved, mileage reimbursement and parking/storage costs will not exceed the equivalent discount airfare between the points involved.

How should the Directors treat invitations to dinner or receptions based on Amendment 41 or SB 29?

Per discussion with Marla Lien, Legal Counsel, the true intent of Amendment 41 (SB 29) and how it applies to the RTD Board of Directors is still gray. However, Directors are expected to apply the test for reasonableness when in doubt. The amendment states that "\$50 per person in any calendar year from a person (donor). Person/donor is defined as an individual, corporation or business". Essentially, this means a Director cannot accept a gift or donation from a single person over \$50.00 in a calendar year. If vendor XYZ wants to offer you something with a value of \$50.00 or more, you cannot accept. However, you may accept from vendor ABC as a separate item as long as it does not exceed \$50 for the full year.

If you expect that the value of the meal may be more than \$50, please offer or request to be billed for your share of the meal. For events where meals or receptions are included as part of the conference, your registration fee will cover this amount.

Where special invitations to meals are given and known by the Board, the Board office will arrange to cover the RTD portion of the bill. However, it is incumbent on each Board member to

use your sense of reasonableness when determining if the value of the meal to you exceeds \$50. Reimbursement will be provided to you upon presentation of a valid receipt.

This test of reasonableness applies whether you are in town or traveling out of town on agency business.