



Policy Title	CPA Reimbursements for Board of Directors	
Policy Number	CPA 2018-05	Original Date: 05/02/2018 Amended: 03/07/2024

I. **PURPOSE**

To establish the standard procedures relative to expenses incurred by members of the Clean Power Alliance (CPA) Board of Directors in the performance of their duties. In general, costs are associated with: A) attendance at Board and Committee meetings and at CPA-sponsored community events, and B) representing CPA at conferences, legislative and regulatory proceedings, and related meetings.

II. **REIMBURSABLE EXPENSES**

A. BOARD AND COMMITTEE MEETINGS AND COMMUNITY EVENTS

i. TRAVEL

The primary costs incurred related to participation in Board and Committee meetings and CPA-sponsored community events are travel, mileage or transit expenses, and parking. Consistent with other government bodies, these costs will be reimbursed upon request and at cost. For mileage, CPA will reimburse personal vehicle mileage based on the IRS's latest standard mileage rates. Receipts for parking are required for reimbursement. Receipts are not required for the use of public mass transit as receipts are generally not available for such travel.

B. CONFERENCES, LEGISLATIVE & REGULATORY PROCEEDINGS, AND RELATED MEETINGS

From time to time, Directors, who are representing CPA, may travel (i) outside of Southern California to represent the Clean Power Alliance at a conference, (ii) to a legislative or regulatory proceeding, or (iii) to a meeting for educational, training, or CPA related program or policy purposes (e.g., at events hosted by the California Community Choice Association, etc.) ("CPA Travel"). In the event of such CPA Travel, the following shall apply:

i. TRAVEL & REGISTRATION

All such CPA Travel must first be approved by the Chair of the Board in consultation with the Chief Executive Officer (CEO). The cost of travel to conferences, including conference registration costs, will be reimbursed if the Director is a speaker on behalf of CPA. If a Director is at a conference as an attendee of the conference, such costs may be reimbursed at the discretion of the Chair of the Board in consultation with the CEO. In general, Directors are expected to keep such travel costs to a minimum by booking economy class airfare or train fare

well in advance and avoiding overnight stays whenever possible. Receipts for travel and registration are required for reimbursement, except when using public mass transit.

ii. ACCOMMODATIONS, MEALS, & INCIDENTALS

The expenses for accommodation, meals, or incidentals will be reimbursed if the Director is a speaker on behalf of CPA. If a Director is attending a conference as an attendee of the conference, such costs for accommodation, meals, or incidentals may be reimbursed if such CPA Travel was approved pursuant to Section II.B.i.

Consistent with the majority of government agencies, per diem costs for accommodations, meals, and incidentals will be reimbursed at GSA rates, which are city-specific, vary by travel season, and are adjusted annually. Higher rates than those provided by GSA are permissible for accommodation when attending a conference and staying at the conference hotel. Further, the Chair may approve a higher reimbursement amount on a case-by-case basis, as may be requested in advance. Receipts for accommodations and meals are required for reimbursement.

III. REIMBURSEMENT PROCEDURES

All claims for reimbursement shall be prepared on a CPA Expense Claim Form, which may be updated from time to time and shall be submitted no longer than 30 days after the event.

All claims for reimbursement shall include an itemization of expenses, provide a brief explanation of the purpose of the event, and shall include original receipts or vouchers for all expenses incurred with the exception of advances. If a receipt cannot be obtained or has been lost, a written justification shall be made on the expense form and the reason given. In the absence of an explanation satisfactory to the applicable approving authority, the amount involved shall not be allowed.

All claims for reimbursement shall be submitted to the CEO or the CEO's designee for approval.

IV. ATTACHMENTS:

1. Sample Expense Claim Form

Clean Power Alliance of Southern California
Board of Directors - Expense Reimbursement Claim Form
 Updated: 1/1/2024

Name: _____										
Purpose of Expense Claimed: _____										
To: _____										
DATE	FROM	TO	FROM	TO	NO. OF MILES	AMOUNT \$/Mile \$0.670	CPA STAFF TO COMPLETE			PURPOSE
							DEPT. NO.	PROJ. NO.	GL. NO.	
						\$ -				
						\$ -				
						\$ -				
						\$ -				
						\$ -				
TOTAL AMOUNT - SCHEDULE A						<u>\$0.00</u>				
SCHEDULE B - MISCELLANEOUS EXPENSES										
DATE	EXPLANATION OF EXPENSE	AMOUNT	CPA STAFF TO COMPLETE			PURPOSE				
			DEPT. NO.	PROJ. NO.	GL. NO.					
TOTAL AMOUNT - SCHEDULE B						<u>\$0.00</u>				

TOTAL AMOUNT CLAIMED **\$0.00**

I certify that this claim is a true record of expenses incurred on official business for Clean Power Alliance

Signature _____ Title: _____
 Approved by (CPA): _____ Title: _____