

SMUD BOARD POLICY

Category: Governance Process	Title: BOARD TRAVEL AND TRAINING REIMBURSEMENT
	Policy Number: GP-15
Date of Adoption: November 13, 2008	Resolution No. 08-11-07
Effective Date: January 1, 2009	
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Board members shall have the opportunity to attend conferences, meetings, training, and various activities which may require travel outside of SMUD territory which are appropriate to their work as Directors and provide value to SMUD.

As part of this policy:

- a) The Board shall have a budget for travel and training purposes. The training budget shall include attendance at community functions.
- b) The travel and training budget shall be for travel and/or training expenditures only with no provision made for discretionary use.
- c) The travel and training budget shall be determined yearly as part of the annual budget process.
- d) Budgeted travel and training funds shall expire at the end of each calendar year with no rollover option.
- e) The Board travel and training budget shall be managed by the Special Assistant to the Board as part of the Board Office budget.
- f) Each Board member shall have one-eighth of the total Board Office travel and training budget as their allotment.

- g) If a Board member exceeds their travel and training allotment and the total Board Office travel and training budget is exceeded, that member may be required to reimburse SMUD. Reimbursement would be based on a pro rata share of up to the total budget overage among the Board members exceeding their individual allotment.
- h) Requests for travel and training shall be accompanied by a written justification of the benefits to SMUD and consistency with Board policy and submitted to the Board Special Assistant thirty days prior to travel.
 - i) If SMUD representation is requested with shorter than thirty-day notice and travel is required, the Board Special Assistant shall notify Board members of the pending trip.
 - ii) Written travel and training justifications shall be distributed to all Board members in the Board packet for purposes of transparency and oversight.
- i) Board member travel and training shall be coordinated by the Board Office staff in accordance with Standard District Policy 5.5.1.
- j) Board members shall submit all relevant travel and training receipts to Board Office staff within two weeks for reconciliation.
- k) Board members shall publicly report the results of their travel and training at a Board meeting.
- l) New Board members shall receive an orientation in the Board's travel and training policy.

Monitoring Method: Board report
Frequency: Annual