

SMUD BOARD POLICY

Category: Governance Process	Title: BOARD TRAVEL AND TRAINING REIMBURSEMENT
	Policy Number: GP-15
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Effective Date: January 1, 2009	
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Revision Date: December 1, 2016	Resolution No. 16-12-03

Board members shall have the opportunity to attend conferences, meetings, training, and various activities that are appropriate to their work as Directors and provide value to SMUD.

As part of this policy:

- a) Each Board member shall have an annual budget for travel and training purposes of \$15,000, adjusted annually for inflation based on the Travel Price Index (July-June) and rounded to the nearest hundred dollars. The training budget shall include attendance at community functions.
- b) If a Board member exceeds his or her annual budget, then he or she shall be responsible for reimbursing SMUD within 30 days the difference between the member's annual budget and the actual expenditure.
- c) The Board shall approve its travel and training budget annually.
- 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) Requests for travel, training and events in excess of \$500 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 the event. Such justification will include the estimated costs, the percentage to be paid by SMUD, and whether the expenditure will span multiple years.
 - 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, along with a status report on the Board's travel and training budget and individual directors' expenditures.
- g) Board members shall submit all relevant travel and training receipts to Board Office staff within two weeks for reconciliation.
- h) Board members shall publicly report the results of their travel and training at a Board meeting.
- i) New Board members shall receive an orientation in the Board's travel and training policy.

Monitoring Method: Board report
Frequency: Annual