

RESOLUTION 2007-02

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
FIRE AGENCIES SELF INSURANCE SYSTEM ESTABLISHING A POLICY FOR
BOARD OF DIRECTORS' TRAVEL AND REIMBURSEMENT**

WHEREAS, Board representatives of the Fire Agencies Self Insurance System (FASIS) are required to attend meetings of the Authority such as the annual and regularly-scheduled Board of Directors' meetings, and other various conferences, meetings, and seminars which relate directly to the Authority's program, policies, operations, and activities;

WHEREAS, the Authority recognizes that attendance at such meetings serves a vital forum for the exchange of ideas and methods in all areas of risk management administration, and, presenting and receiving information for the benefit of the Authority;

WHEREAS, the Authority encourages participation in these meetings and activities; and

WHEREAS, the Authority will reimburse Board representatives as appropriate for expenses incurred while traveling to meetings held by the Authority or other official business of the Authority.

BE IT RESOLVED that:

1. It is the responsibility of each Board representative to make a conscious effort to keep travel costs down. The representative will be reimbursed for expenses based on the lowest reasonable costs for transportation, lodging and food incurred while traveling to and from Board meetings or other required appearances. Part of those expenses may be incurred when a Board representative attends the conference of an association (e.g. Fire Districts Association of California-FDAC, etc.). Reimbursement for expenses is subject to the discretion of the FASIS President and Treasurer.
2. Travel reimbursement will be based on round-trip coach fares or the current IRS mileage rate in effect at the time of the travel, whichever is less and/or more expedient, plus parking and bridge tolls. When a Board representative attends an association's conference, the reimbursement for coach fares or mileage will be reimbursed.
3. If attendance at a conference or meeting requires an overnight stay, the following costs will be reimbursed:
 - Lodging
 - Meals
 - Tips*
 - Bus/taxi fares
 - Parking fees

- Toll bridges
- Fuel
- Business calls
- Home phone calls**

*No more than 15%.

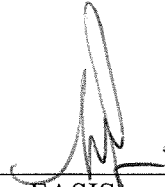
**One phone call per day to residence is generally adequate except in family emergencies

Ineligible expenses, or non-conference/meeting related costs, include the following:

- In-room movies
 - Laundry services (for conferences of less than a three-day duration)
 - Non-business related phone calls
 - Entertainment
 - Personal services, such as beauty parlor, hair cuts, etc.
4. Reimbursement for lodging will be based on the conference's lodging rate, or prevailing rate of \$150, whichever is less, plus room tax and parking.
 5. The cost of meals and miscellaneous expenses should normally not exceed \$50 per day. It is the policy of FASIS to not pay for the purchase of alcoholic beverages.
 6. Miscellaneous expenses such as supplies, telephone calls and other expenses directly attributable to FASIS activities must be approved by the FASIS President and Treasurer.
 7. Requests for reimbursement must be made using an expense reimbursement requested provided by FASIS, with receipts attached for all expenses claimed within sixty (60) days of the date expenses were incurred. If receipts are not included, reimbursement will not be made for that part of the claims. Reimbursement forms received after that sixty (60) day period, expenses will not be reimbursed.
 8. All requests for reimbursement shall be reviewed and approved by the FASIS President and Treasurer, based on the above criteria and are subject to override by a majority vote at any regular Board of Directors' meeting.
 9. Reimbursements shall be mailed by FASIS within forty-five (45) days of the receipt date of the original request.
 10. This policy supersedes any prior travel reimbursement policy.

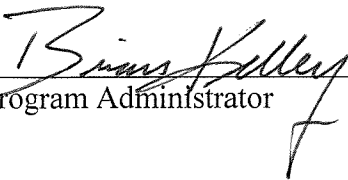
This Resolution was passed and adopted by the Board of Directors of the Fire Agencies Self Insurance System at its regular meeting of July 14, 2009, by the following vote:

AYES: 7
NOES: 0
ABSENT: 3
ABSTAIN: 0



President – FASIS

ATTEST:



Program Administrator