



**Board Report**

**File #:** 2017-0424, **File Type:** Policy

**Agenda Number:** 43.

**EXECUTIVE MANAGEMENT COMMITTEE  
JUNE 15, 2017**

**SUBJECT: BOARD RULES AND PROCEDURES**

**ACTION: AMEND RULES AND PROCEDURES FOR BOARD DEPUTY TRAVEL**

**RECOMMENDATION**

AMEND Section 6.6 (Board Travel Expenses), Board Rules and Procedures of the Los Angeles County Metropolitan Transportation Authority (“Metro”), as set forth in Attachment A.

**ISSUE**

Currently, Board Deputies are reimbursed travel expenses for up to two round-trips per fiscal year per Board office when the trip is to perform the official responsibilities of the deputy on behalf of LA Metro. From time to time Board Deputies will accompany their Director to State and federal legislative meetings and conferences for the purpose of supporting Metro legislation. The omission of reimbursement for legislative trips from section 6.6 deters the participation for Board deputies in key legislative activities that promote the interests of Metro.

Staff is requesting to amend the current Rules and Procedure to expand travel expense reimbursement for Board Deputies to include trips to Washington D.C. and Sacramento for Metro Legislative purposes while accompanying their Director. These trips are in addition to the two round-trips per fiscal year per Board office already included in Section 6.6.

**DETERMINATION OF SAFETY IMPACT**

There is no impact on safety.

**FINANCIAL IMPACT**

Travel expenses are included in FY18 budget in cost center 1010, Board Office, under project number 100002, Governmental & Oversight Activities.

**Impact to Budget**

Source of funds are Prop A and Prop C Administrative Fund. Prop A and Prop C Administrative Fund is not eligible for bus/rail operating or capital expense.

**ALTERNATIVES CONSIDERED**

The Board may decline to approve this recommendation. This action is not recommended as it will affect the board deputy attendance at key legislative meetings and conferences.

**NEXT STEPS**

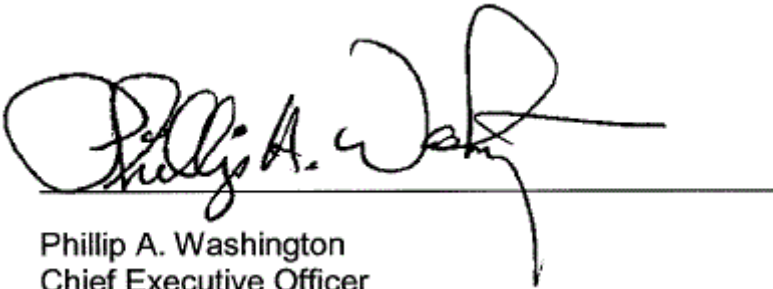
Upon Board Approval, staff will amend the Board Rules and Procedures.

**ATTACHMENTS**

Attachment A - Amended Board Rules and Regulations, Section 6.6

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Phillip A. Washington  
Chief Executive Officer

6.6 Board Travel Expense. Metro shall reimburse ordinary, necessary and reasonable business expenses, incurred in connection with official responsibilities performed on behalf of Metro; however, in order to qualify for full reimbursement, travel arrangements must be made through the Metro Travel Office. Metro will reimburse the airfare and hotel costs for Board deputies, up to two round-trips per fiscal year per Board office, as long as the purpose of the trip is to perform the official responsibilities of the deputy on behalf of Metro, those responsibilities are in fact carried out and performed by the deputy and the trip by the deputy is authorized by Director to whom the deputy reports. **Metro will reimburse the travel expenses, in conformance with Metro Travel and Business expense Policy (Policy #FIN 14), for Board deputies to Washington D.C. & Sacramento for Metro legislative purposes when accompanying the Director to whom the deputy reports to.**