



STIPEND PAYMENT & TRAVEL EXPENSE REIMBURSEMENT POLICY

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MTAB Stipend Payment and Travel Expense Reimbursement Policy

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Contents

1. Purpose.....	2
2. Invoice and Expense Report Submission	2
Receipt Requirements	3
3. Reimbursable Expenses	3
4. Non-Reimbursable Expenses.....	4
5. Other Policy Items.....	5

1. Purpose

The purpose of this document is to set policy and define responsibility for the reimbursement of travel expenses and payment of stipend to members of the CalMTA Market Transformation Advisory Board (MTAB). This policy applies to all MTAB members who are not employees of Resource Innovations.

Questions related to this process should be directed to mtabexpenses@calmta.org.

2. Invoice and Expense Report Submission

MTAB members are responsible for paying their business travel expenses up-front and then submitting an expense report for reimbursement, along with an invoice for the stipend.

After each MTAB meeting, the MTAB member must submit the following to CalMTA:

1. An invoice for the stipend amount due.
 - a. The invoice must reference the MTAB meeting date and location.
 - b. The invoice must include the agreed upon stipend amount, pro-rated based on the length of the meeting.
 - i. For example – the stipend for a six hour meeting is \$1,400, so the pro-rated amount for a 7 hour meeting would be \$1,633.33 and the pro-rated amount for a 3 hour meeting would be \$700.
 - ii. At the end of each meeting, before adjourning, CalMTA will communicate the pro-rated stipend amount to be invoiced for that meeting.
2. An expense report with receipts for all reimbursable travel expenses that were incurred to attend the meeting. (Information on eligible expenses is provided below.)

The MTAB member must submit these documents electronically to mtabexpenses@calmta.org. CalMTA will reach out by email if any questions or problems arise with submitted expenses. Please allow 30 days for processing and payment of invoices.

Required Information for Expenses

MTAB members can either request an expense report template from CalMTA, or they may use their own expense report format. If MTAB members choose to use their own expense report, the submitted report must include the following information:

- Name of the MTAB member who incurred the expense
- Purpose of Travel (e.g. MTAB September Meeting)
- Location of Meeting (e.g. Oakland)
- For each expense item, you must provide the following information:

- Date of expense (separated on a daily basis)
- Purchased from (e.g. American Airlines, National Rental, Hotel name, Restaurant name)
- Description (e.g. Air travel, Mileage, Meals, Hotel, Rental Car, Rental Car Fuel)
- \$ Amount
- Detailed receipts for all expenditures (see Receipt Requirements below)

MTAB members are required to:

- File for payment of stipend and reimbursement of expenses within two months of incurring the expenses. CalMTA reserves the right to reject any expenses submitted that are over two months old.
- Check the bills and other documents for accuracy before paying or accepting them
- Include necessary backup data and supporting receipts
- Explain unusual transactions or items on the expense reports
- Ensure that all entries on the report are complete and accurate

Receipt Requirements

Scanned copies (PDFs) of receipts must be submitted as documentation along with the expense report. Scanned receipts are required for all expenditures. The scanned receipts must be attached to standard letter size paper, and each page of receipts must include the MTAB member's name and expense report date.

For air travel, the following items must be included in your supporting documentation:

- Paper ticket or e-ticket receipt showing itinerary (travel dates and locations), class of service (economy, business, or first), and cost of ticket
- If flights are changed or a baggage fee is charged, an airline-issued receipt must be attached

For hotel stays, the MTAB member is required to submit the hotel folio for reimbursement. The MTAB member needs to separate charges for taxes, telephone, internet, meals, etc. on the expense report.

3. Reimbursable Expenses

Reimbursable expenses are defined as reasonable, necessary and justifiable travel-related expenses incurred when travelling to/from and participating in MTAB meetings, for which an individual submits a completed expense report.

Reimbursable expenses include the following (subject to any limitations described in the remainder of this policy document):

- Domestic Air Travel

- Rental Car Cost and Fuel
- Uber rides or other ground transportation, to/from airport or to/from the MTAB meeting location
- Mileage
- Tolls and Parking expense
- Meals while in transit or attending an MTAB Meeting
- Hotel/Lodging expense
- Tips/gratuities
- Fees for hotel internet access while staying overnight to attend an MTAB Meeting

4. Non-Reimbursable Expenses

There are certain expenses that are not considered necessary in the performance of MTAB business. Any expenses outside of the policy will not be reimbursed, and excess amounts will be the MTAB member's responsibility.

The following is a partial list of expenses that will not be reimbursed:

- Meal charges for alcoholic beverages
- Fines for traffic or parking violations or towing costs related to violations
- Damage to an employee's personal vehicle while on MTAB business
- Loss of cash advances, airline tickets, or personal property or funds
- Flight and/or baggage insurance
- Personal items such as luggage, clothing, calculators, toiletries, newspapers, reading materials, etc.
- Airline lounge clubs
- Car wash for personal vehicles
- Childcare or pet care
- Credit card travel award fees
- Spouse or companion travel and expenses
- Air-phone charges Unexplained expenses
- Credit card late fees and interest charges
- Laundry/valet service if travel is less than 5 days
- No-show charges for hotel or car services

5. Other Policy Items

Frequent Flyer Mileage Accumulation

An MTAB member may elect to use personal mileage plan miles to upgrade the class of service; however, you will not be reimbursed for the usage of personal miles for MTAB travel. Traveling MTAB members may retain frequent flyer benefits earned by travel to MTAB meetings, however, participation in these programs must not influence flight selection that would result in an incremental cost to the CalMTA program beyond the lowest logical available airfare.

Unused or Lost Airline Tickets

MTAB members are responsible for lost or unused tickets. CalMTA will not absorb the cost of the ticket and will not reimburse MTAB members for any fees incurred due to the loss. If an unused ticket is re-applied for travel to a future MTAB meeting, the MTAB member may submit for reimbursement then (once the ticket has been used).

Driving vs. Flying

MTAB members who elect to drive rather than fly to an MTAB meeting will be reimbursed in accordance with current IRS or country tax guidelines up to but not exceeding, the amount of the lowest applicable roundtrip airfare to the same destination. The determination to drive rather than fly must be made a minimum of two weeks prior to the departure date.

Cancellations, Hotel Guarantees, Late Arrivals, and Hotel Walk-in Policy

In the event that travel plans change, it is the responsibility of the MTAB member to cancel hotel reservations and obtain a cancellation number to avoid a “no-show” fee.

Rental Cars

MTAB members should rent cars at their destinations when the rental cost is less expensive than other modes of transportation such as taxis, airport shuttles, etc.

When traveling alone or with one other person, a mid-size car should be rented. Full-size cars may be rented when three or more people are traveling together.

Resource Innovation’s insurance will not cover non-employee car rentals, and any accident or vehicle damage that occurs would be the responsibility of the MTAB member and your company. Therefore, each MTAB member should understand their company’s policy regarding supplemental rental car insurance, and proceed accordingly when renting a car. If the MTAB member’s company instructs the

employee to purchase supplemental liability and physical damage waiver insurance, then it is eligible for reimbursement.

Personal Meals

Reasonable meal expenses incurred while traveling on MTAB business will be reimbursed based on actual expenditures. Receipts should be submitted for all meal expenses. Alcoholic beverages are not eligible for reimbursement and must be separately identified as unallowable in the expense report.