



Policy for Compensation, Reimbursement of Expenses, and Ethics Training for Members of the Board of Directors



Section IV: Authorization and Reimbursement of Business Expenses



A. General

added sentence allowing use of corporate credit card

C.1 Transportation: Airfare

deleted Domestic Air, deleted paragraph regarding international air travel

D. Lodging

encourage comparison shopping, seek IRS per diem rate specified on US General Services Administration website www.gsa.gov, **if unavailable reimbursement limited to lower of conference rate or hotel's government rate**

E. Meals and Incidentals

limited meals and incidental expense reimbursement to IRS per diem rate specified on US General Services Administration website www.gsa.gov

F. Tips and Gratuities

eliminated tips for meals covered in meals and incidental expense per diem

I. Miscellaneous

deleted public stenographer fees

J. Reimbursement/Reporting of Travel Expenses

reimbursement for personal expenses must accompany expense report to be submitted within 90 days, any delinquencies reported to F&A Chairman

Section III: Compensation



A Director is authorized to receive compensation in the amount of one hundred dollars (\$100) per day, not to exceed five hundred dollars (\$500) in any calendar month, for any of the following OCTA business activities:

1. A meeting of the Board of Directors
2. A meeting of Board-established Committees.
3. A meeting of any Committee or organization that the Director is a member of as a representative of the OCTA.
4. A meeting of an OCTA advisory body.
5. A conference, or organized educational activity, including ethics training, when the Director is participating as a member of the Board of Directors.
6. A meeting, including a meeting with an OCTA employee, hearing, or event in which the Director is participating as a member of the Board of Directors and for an OCTA business purpose.

Section III: Compensation

Proposed Revisions



A Director is authorized to receive compensation in the amount of one hundred dollars (\$100) per day, not to exceed five hundred dollars (\$500) in any calendar month, for **attending** any of the following OCTA business activities:

1. A meeting of the Board of Directors
2. A meeting of Board-established Committees.
3. A meeting of any Committee or organization that the Director is a member of as a representative of the OCTA.
4. A meeting of an OCTA advisory body.
5. A conference, or organized educational activity, including ethics training, when the Director is participating as a member of the Board of Directors.
6. A meeting, including a meeting with an OCTA employee, hearing, or event in which the Director is participating as a member of the Board of Directors and for an OCTA business purpose.

Incorporate a definition of attendance, if deemed necessary.

Section III: Compensation

Attendance Options for Consideration



1. **“Gavel-to-Gavel”**

Member must be present for entire duration of business activity. Late arrival, interruption, or early departure disqualifies eligibility for compensation.

2. **Posted meeting time**

Member must be present for entire posted meeting duration. Late arrival, interruption, or early departure disqualifies eligibility for compensation. Departure after posted meeting end-time excused.

3. **Chairman’s discretion**

Chairman to determine which members satisfied attendance requirement necessary for compensation. Chairman to approve attendance list at conclusion of business activity.

4. **Maintain current practice**

Participation in business activity satisfies attendance criteria necessary for compensation.

Other Cities and Agencies Contacted



Each of the following cities/agencies has a compensation practice similar to OCTA's current practice:

1. City of Anaheim
2. City of Fullerton
3. City of Fountain Valley
4. City of Garden Grove
5. City of Huntington Beach
6. City of Lake Forest
7. City of Laguna Niguel
8. City of Orange
9. City of Santa Ana
10. City of Tustin
11. Los Angeles Metropolitan Transportation Authority
12. Orange County Sanitation District
13. Orange County Water District
14. Transportation Corridor Agencies