

Resolution 19-064

RESOLUTION TO APPROVE REVISED RVRSA BOARD MEMBER AND EMPLOYEE
CONFERENCE TRAVEL AND EXPENSE REIMBURSEMENT POLICY

WHEREAS, there exists a need to revise the Travel and Expense Reimbursement Policy for Board Members and Employees of the Rockaway Valley Regional Sewerage Authority ("RVRSA") to include reimbursement for conference and travel expenses for employees that travel on official RVRSA business and to amend the per day reimbursement amount for meals; and

WHEREAS, the RVRSA desires to revise and replace the existing Board Member and Employee Conference Travel and Expense Reimbursement Policy with the policy attached hereto as Exhibit A, entitled, "Board Member and Employee Conference Travel and Expense Reimbursement Policy", and to establish guidelines for the reimbursement of Board Members and Employees traveling and/or incurring expenses in furtherance of official RVRSA business.

NOW, THEREFORE, BE IT RESOLVED by the Rockaway Valley Regional Sewerage Authority as follows:

1. The RVRSA hereby adopts the revised RVRSA Board Member and Employee Conference Travel and Expense Reimbursement Policy attached hereto as Exhibit A.
2. For the purposes of this Resolution, the term "Board Member" shall include those persons appointed by the governing bodies of the constituent municipalities pursuant to N.J.S.A. 40:14A-4.
3. The policy set forth in Exhibit A shall be effective as of July 11, 2019.

I certify that this Resolution was adopted at a meeting of the Rockaway Valley Regional Sewerage Authority held on July 11, 2019.

On motion of: Hector Schorno

Second by: Michael Guadagno

And a Roll Call vote as follows:

Yeas: (8) Andes, Cegelka, Corbett, Guadagno, Isselin, Lowell, Rossi, Schorno

Nays: (0) None

Abstain: (0) None

Absent: (2) Recchia, Zuppa

A handwritten signature in blue ink, reading "Michael Guadagno", written over a horizontal line.

Michael Guadagno
Board Secretary



Exhibit A

RVRSA Board Member and Employee

Conference Travel and Expense Reimbursement Policy

RVRSA Board Members and Employees are authorized to travel on official RVRSA business. Board Members and Employees traveling on RVRSA business are encouraged to exercise the same care in incurring expenses that they would if traveling on personal business at their own expense. Excessive and unnecessary travel and other expenses shall not be approved or reimbursed. Travel routes should be planned so that minimum amount of travel and expense are involved. Board Members and Employees shall be responsible for making their own travel arrangements. Expenditures for official RVRSA travel are reimbursable if incurred in accordance with these guidelines.

I. Conference Registration

Frequency (Board Members): One NJ League of Municipalities Conference and one other conference per year per Board Member.

Frequency (Employees): In accordance with Personnel Manual, Conference and Seminar Request Form, and approval by Supervisor and Executive Director.

Cost of registration for any conference or seminar in the above list shall be paid in advance by the RVRSA.

II. Transportation

A. Air Travel

The RVRSA shall reimburse Board members and Employees for the full cost of travel by air (if appropriate). The maximum amount of reimbursable air travel shall be the coach fare for travel commencing the day before the conference begins and ending on the day after the conference ends. The reference to such days shall be for the sole purpose of determining the amount of reimbursement and shall not restrict members to travel only on those days.

B. Car Travel

The RVRSA shall reimburse Board Members and Employees for the actual costs of all tolls and parking expenses which shall not exceed the coach airfare. In addition, the RVRSA shall reimburse Board Members and Employees at the prevailing mile rate of reimbursement per mile for each mile traveled, updated on a yearly basis.

C. Car Rental Costs

If less than mileage cost, car rental cost may be substituted in lieu of costs as described in item B and are also reimbursable.

III. Lodging

The RVRSA shall reimburse Board Members and Employees for the cost of lodging at conference rates. The maximum amount that is reimbursable for hotel accommodations shall be at conference rates, for a maximum stay not to exceed the full length of the conference. Expenses for laundry, valet, entertainment, room service, and other charges of a similar nature are considered personal charges and shall not be reimbursed.

IV. Meals

The RVRSA shall reimburse Board Members and Employees for all meals, excluding alcoholic beverages, incurred during the course of travel and while attending the conference. Meal reimbursement is subject to a maximum amount per day. The Maximum per day amount is \$100.00.

V. Related Expenses

The RVRSA shall reimburse Board Members and Employees for necessary incidental expenses incurred during the course of travel. These shall include airport shuttle services to and from airports, shuttle services to and from hotels to airports, portage, and parking expenses (if appropriate). The RVRSA will reimburse taxi expenses for transportation to and from hotels and airports and for transportation to and from conference events only in cases where shuttle services are unavailable. All other taxi expenses are considered personal charges and shall not be reimbursed.

VI. Reimbursement

The RVRSA will attempt to provide persons authorized to travel on RVRSA business with sufficient funds to cover expected expenses. All persons authorized to travel shall submit all original receipts and other evidence of allowable expenses to the CFO's office. The RVRSA shall approve all expenses in accordance with the RVRSA's guidelines.

VII. This policy shall become effective as of July 11, 2019.

**Revised RVRSA Board Member and Employee
Conference Travel and Expense Reimbursement Policy**

RVRSA Board Members and Employees are authorized to travel on official RVRSA business. Board Members and Employees traveling on RVRSA business are encouraged to exercise the same care in incurring expenses that they would if traveling on personal business at their own expense. Excessive and unnecessary travel and other expenses shall not be approved or reimbursed. Travel routes should be planned so that minimum amount of travel and expense are involved. Board Members and Employees shall be responsible for making their own travel arrangements. Expenditures for official RVRSA travel are reimbursable if incurred in accordance with these guidelines.

I. Conference Registration

Frequency (Board Members): One NJ League of Municipalities Conference and one other conference per year per Board Member.

Frequency (Employees): In accordance with Personnel Manual, Conference and Seminar Request Form, and approval by Supervisor and Executive Director.

Cost of registration for any conference or seminar in the above list shall be paid in advance by the RVRSA.

II. Transportation

A. Air Travel

The RVRSA shall reimburse Board members and Employees for the full cost of travel by air (if appropriate). The maximum amount of reimbursable air travel shall be the coach fare for travel commencing the day before the conference begins and ending on the day after the conference ends. The reference to such days shall be for the sole purpose of determining the amount of reimbursement and shall not restrict members to travel only on those days.

B. Car Travel

The RVRSA shall reimburse Board Members and Employees for the actual costs of all tolls and parking expenses which shall not exceed the coach airfare. In addition, the RVRSA shall reimburse Board Members and Employees at the prevailing mile rate of reimbursement per mile for each mile traveled, updated on a yearly basis.

C. Car Rental Costs

If less than mileage cost, car rental cost may be substituted in lieu of costs as described in item B and are also reimbursable.

III. Lodging

The RVRSA shall reimburse Board Members and Employees for the cost of lodging at conference rates. The maximum amount that is reimbursable for hotel accommodations shall be at

conference rates, for a maximum stay not to exceed the full length of the conference. Expenses for laundry, valet, entertainment, room service, and other charges of a similar nature are considered personal charges and shall not be reimbursed.

IV. Meals

The RVRSA shall reimburse Board Members and Employees for all meals, excluding alcoholic beverages, incurred during the course of travel and while attending the conference. Meal reimbursement is subject to a maximum amount per day. The Maximum per day amount is \$100.00.

V. Related Expenses

The RVRSA shall reimburse Board Members and Employees for necessary incidental expenses incurred during the course of travel. These shall include airport shuttle services to and from airports, shuttle services to and from hotels to airports, portage, and parking expenses (if appropriate). The RVRSA will reimburse taxi expenses for transportation to and from hotels and airports and for transportation to and from conference events only in cases where shuttle services are unavailable. All other taxi expenses are considered personal charges and shall not be reimbursed.

VI. Reimbursement

The RVRSA will attempt to provide persons authorized to travel on RVRSA business with sufficient funds to cover expected expenses. All persons authorized to travel shall submit all original receipts and other evidence of allowable expenses to the CFO's office. The RVRSA shall approve all expenses in accordance with the RVRSA's guidelines.

VII. This policy shall become effective as of July 11, 2019.