

ACWA Joint Powers Insurance Authority

**Executive Committee
Manual**

December 2, 2013

Table of Contents

ACWA/JPIA Executive Committee Manual

Introduction	1
Travel, Housing, Meals and Expenses, and <i>Per Diem</i>	2
Attendance at Various Events	6
ACWA Conferences	6

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Introduction

Congratulations on your election to the ACWA/Joint Powers Insurance Authority's Executive Committee! As a member of this Committee, you will be responsible for setting the policy that governs the running of one of the largest JPAs in the United States with nearly 370 members and assets of nearly \$200 million.

This manual is designed to help you better understand your duties and obligations as a member of the Committee. In connection, the Board of Directors' Manual contains information on the governing documents, contracts outlining coverages, and manuals published by the JPIA to aid members in fulfilling their obligations of membership. It is designed to help you meet your obligations under the Brown Act, AB1234, and the Fair Political Practices Act. There's even a glossary of terms to help you with the language of insurance.

You will also find information on basics such as how to arrange for travel and lodging for meetings. If you have any questions regarding the information in this manual or need help in any way, please feel free to contact me or any of the JPIA staff. We stand ready to assist you in any way we can.

Walter "Andy" Sells
Chief Executive Officer

Travel, Housing, Meals and Expenses, and *Per Diem*

Policy

The JPIA reimburses Executive and other JPIA Committee members for travel, meals, lodging, and other actual and necessary expenses incurred in connection with attendance at Executive Committee meetings, other JPIA Committee meetings, Board of Director meetings [Executive Committee members only], and other occasions or events that the Executive Committee determines, in advance, constitute the performance of official duties. The JPIA compensates Executive Committee members for their time spent attending Executive Committee meetings, Board of Director meetings, other JPIA Committee meetings, and other occasions or events that the Executive Committee determines, in advance, constitute the performance of official duties, by paying them *per diem*. The JPIA shall not be responsible for payment of expenses relating to alcohol. Meal expenses for spouses and non-business related guests shall be limited to only those activities where all member agencies are invited to attend.

Effective January 1, 2008, any future change to the Executive Committee compensation & Expense Reporting policy shall be submitted to the Board of Directors for approval.

Travel Arrangements

Committee members are responsible for making their own travel arrangements to and from meetings. Should changes in return flights need to be made due to a change in meeting completion times, JPIA staff will be happy to assist members. (Cost of travel for only the member is reimbursed by the JPIA.)

Mileage reimbursement for use of private auto is the current approved IRS reimbursement rate per mile. Reimbursement for travel generally will be the smaller of mileage reimbursement for use of private auto at the approved IRS rate per mile or the cost of alternative transportation.

Car Rental (Damage Waiver)

The JPIA provides coverages for accidents while you are using rented vehicles on behalf of the organization. This includes damage or bodily injury to other persons or property as well as damage to the rented vehicle itself.

In order to ensure that the JPIA's coverage is primary, you are encouraged to use your JPIA credit card when paying for all rented vehicles used on behalf of the JPIA.

Hotel Reservations

Executive Committee members are housed at a local hotel the evening before a Committee meeting. The JPIA staff makes these arrangements. For any other occasions that constitute the performance of official duties, use government, group, or conference rates whenever such rates are available from the provider of lodging services, otherwise use comparable lodging.

JPIA Credit Cards

All Executive Committee members are encouraged to use the JPIA's credit card for travel, meals, auto rental, and lodging when on JPIA business. All receipts should be attached to an expense form and mailed to the JPIA office, attention Accounts Payable.

Credit cards are provided for JPIA business expenses only, no personal charges.

Expense Rates

Effective January 1, 2014, meals expenses shall be limited to \$125 per day. Meal expenses for spouses and non-business related guests shall be limited to only those activities where all member agencies are invited to attend.

Per Diem Rate

The Executive Committee reviews the per diem rate annually and under California Code may increase the rate by no more than five percent each year. To submit for reimbursement, use the expense claim form, with your expense receipts attached (if any). *Per diem* is limited to 10 days per month.

Expense Claim Form

Below are the procedures, which reference the different columns on the expense claim form and an explanation of each. A sample of the form follows.

Column A -- "Date(s)" List the date of the meeting and/or expense.

Column B -- "Description of Expense" List the meeting and/or description of charge or reimbursement due (parking fees, car rentals, airline tickets, meals, etc.).

Column C -- "Cash/Personal Credit Card" List only the amounts due to be reimbursed directly to you.

Column D -- "ACWA/JPIA Credit Card" List the charges you have made on the JPIA's credit card issued in your name. It is very important that you include a receipt and description for each charge made on this card.

Column E -- “Direct Billing to ACWA/JPIA” This usually includes your lodging accommodations, i.e., the hotel the night before an Executive Committee meeting, etc. Please do not put credit card charges in this column.

Number of Miles -- When you use your personal vehicle for JPIA business, the JPIA will reimburse you the approved IRS reimbursement rate per mile. Put the total reimbursable amount following the = sign and in Column C.

Days of Per Diem -- (number of days) x current *per diem* / day = Put the total amount following the = sign and in Column C.

Then total each column, sign and date the form, and submit the completed form with receipts attached to Accounts Payable for approval and reimbursement. Please submit all expense claim forms within sixty (60) days after you incur the expense.

ACWA/JPIA Expense Claim Form

A	B	C	D	E
Date(s)	Description of Expense (Meeting, personal auto usage, or miscellaneous.)	Cash or Personal Credit Card	ACWA/JPIA Credit Card	Direct Billing to ACWA/JPIA
	Number of Miles x \$0.56 / mile =			
	<u>EXECUTIVE COMMITTEE & OTHER COMMITTEE DIRECTORS:</u> Days of Per Diem x \$243.08 / day =			
	<u>FINANCE & AUDIT COMMITTEE MEMBER DISTRICT:</u> Number of Hours x \$ / Hour =			
	TOTAL:			

I declare that the foregoing is a true and correct record of legitimate ACWA/JPIA expenses incurred in compliance with the ACWA/JPIA's written policy governing expense reimbursements and *per diem* payments.

Name (Please Print): _____

Signed/Submitted by: _____

Date: _____

Manager's Approval: _____

Date: _____

Chief Executive Officer's: _____

Date: _____

FINANCE USE ONLY

Vendor Number: _____

G/L ACCT #: _____ AMT: _____ DESC: _____

G/L ACCT #: _____ AMT: _____ DESC: _____

G/L ACCT #: _____ AMT: _____ DESC: _____

G/L ACCT #: _____ AMT: _____ DESC: _____

G/L ACCT #: _____ AMT: _____ DESC: _____

Revised – January 2014

Attendance at Various Events

During the year it may be appropriate for Executive Committee members to attend training events sponsored by other agencies. Below is a list of preapproved events the members can attend without prior approval. Other events not on this list will need prior approval either by the Executive Committee (time permitting) or by the Committee Chairman.

- CAJPA Conference
- PRIMA Conference
- PARMA Conference
- AGRIP Conference
- California JPIA Conference
- JPIA presentations at Member Board meetings
- JPIA sponsored Training classes
- Special District & Local Government Institute training
- ACWA Conference and Regional Meetings

ACWA Conferences

The ACWA/JPIA's Bylaws set its Board of Directors' meeting to be held at the time and location of the ACWA conferences. While required to meet only annually, the JPIA's Board has a meeting at both the spring and fall conferences. In addition to the semi-annual board meetings, the JPIA also holds an Executive Committee meeting, seminars, and occasionally other committee meetings during conference.

Attendance

Executive Committee members attend the ACWA conferences as representatives of the ACWA/JPIA.

For the JPIA's Board members, it is recommended that they or their appointed alternates not miss more than two consecutive Board meetings without excuse.

Registration and Reservations

The Executive Committee members (or their district offices) are responsible for making their conference and hotel reservations. JPIA's Executive Committee members are on ACWA's list to receive advance hotel registration notification. The notice is mailed directly to all the Executive Committee members several weeks prior to the general membership receiving notification.

Expenses

Expenses for the conference will be paid by the JPIA.