

INTER OFFICE MEMO

To: Administration & Finance Committee

Date: 02/27/2024

From: Amber Johnson, Chief Financial Officer

Reviewed by: *W.C.*

SUBJECT: Proposed Updates to Board-Adopted Policies Regarding Expense Reimbursement and Credit Cards

Background:

Since its inception, County Connection has established dozens of policies that provide guidance for decision making and bring uniformity to operations. As a matter of best practice, these policies should be revisited and assessed periodically to ensure they align with current operational objectives and common industry standards.

County Connection's policy regarding Expense Reimbursement was last updated in 2019, and the Credit Card Policy was last updated in 2017.

Expense Reimbursement Policy:

The current expense reimbursement policy is primarily focused on expenses incurred by the Board of Directors, with a small paragraph at the end that includes staff travel reimbursements. With this update, the intent of the policy is to clearly outline what types of reimbursable expenses are permitted for both Board and staff members, in alignment with what is currently typically acceptable in government agencies. Notable changes are:

1. Expected time frames for turning in expense reports.
2. Explicit language about expenditures that will not be reimbursed.
3. Removal of reference to the "nine bay area region plus Sacramento" in favor of hotels being reimbursed "when reasonably required for an overnight stay".
4. An increase to the per diem rate, with additional language about pro-rating the per diem when meals are provided by others.
5. Provision for reimbursement of other business expenses incurred by employees.

Additionally, the current policy outlines Board of Director compensation, which seems to be out of place in a policy on expense reimbursements. Language about Board of Director compensation already exists in the County Connection Bylaws, thereby making this language redundant. Therefore, language about Board of Director compensation has been removed from this policy.

Credit Card Policy:

Staff are finding it increasingly difficult to conduct business by check payments, with many supply vendors requiring a credit card unless the purchase meets a significant dollar threshold (for example, \$100,000 or more). Understanding that there has been historical Board sensitivity to widespread credit card issuance, staff are recommending cards be issued to the members of the Executive team (GM, AGM, COO and CFO) in addition to the two positions that currently hold a card (Assistant to GM and Director of IT). Additional language has been added to the policy to ensure compliance with the procurement policy and to outline clear delegation of responsibilities.

Format:

With these policy updates, staff is moving to a different format for policy documents, including a header, policy number, statement of purpose, and related policy references. The goal of this change is to bring uniformity to all policy documents, to clearly communicate the purpose of the policy, and to direct the reader to any related policies.

Financial Implications:

There are no direct financial implications that will result from updating this policy language. However, clear and contemporary expense reimbursement and credit card usage guidelines are important to prudent financial management and safeguarding of resources.

Recommendation:

Staff recommends the A&F Committee review and provide feedback on the proposed updated policies.

Action Requested:

Staff requests that the A&F Committee forward a recommendation to the Board of Directors to adopt the updated Expense Reimbursement Policy #02.14 and Credit Card Policy #06.06.

Attachments:

Attachment 1: Current Expense Reimbursement Policy

Attachment 2: Proposed Updated Expense Reimbursement Policy #02.14

Attachment 3: Current Credit Card Policy

Attachment 4: Proposed Updated Credit Card Policy #06.06

SUBJECT:

Reimbursement to Central Contra Costa Transit Authority (CCCTA) Directors and Staff for Actual and Necessary Expenses Incurred in Connection with the Performance of Their Official Duties

POLICY:

A. Meeting Reimbursement

Each member of the Board of Directors shall receive \$100 for each meeting that the Director attends of the Board or of the Committee to which the Director has been appointed, for a maximum monthly compensation of \$200. The Chair of the Board shall receive this maximum monthly compensation for attending at least one Board or Committee meeting or for performing duties to coordinate the CCCTA staff and Directors. Except for attendance at Board and Committee meetings, Directors may be reimbursed for actual and necessary travel and other expenses incurred in performance of authorized Board duties, in accordance with expense reimbursement policies approved by the Board of Directors.

B. Official Duties Other than CCCTA Meetings

If a Director (as deemed necessary by the Authority Board of Directors) represents the CCCTA in meetings or activities other than CCCTA Board or Committee meetings, such Director shall be reimbursed for his/her expenses as provided in this Paragraph B.

1. For meetings within the San Francisco Bay Region (the nine Bay Area counties) and Sacramento County, the Director's expenses shall be reimbursed as follows:

- a. Travel

- (1) Public Transportation Services.

- The Director shall receive actual costs. Directors shall endeavor to use public transportation where reasonably convenient and available.

- (2) Privately Owned Vehicles.

- The Director shall be reimbursed for the use of a privately owned vehicle at the same rate that the U.S. Internal Revenue Service allows for mileage deductions. Related bridge tolls and parking fees shall also be reimbursable.

- b. Meals

- The Director will be reimbursed for meals on the basis of actual receipted costs, which shall be reasonable in amount.

- c. Personal Phone Calls

- None authorized. CCCTA business phone calls are permissible and reimbursable.

2. For travel outside the San Francisco Bay region and Sacramento County, the Director shall be reimbursed as follows:

- a. Meals and Incidental Expenses.

- (1) The Director shall receive a per diem allowance of fifty dollars (\$50.00) per each day of travel.
- (2) Banquet meals are not included in this dollar amount if the meal is provided to conference attendees.

b. Travel

- (1) The costs of lodging shall be reimbursed at the single occupancy conference hotel rates. The Director may choose to stay at a different hotel than the one selected but will be reimbursed only up to the single occupancy conference hotel rate.
- (2) Transportation shall be reimbursed at the cost of the most expeditious means of travel; i.e., economy airfare or private automobile, to be determined in advance. Use of rental car services shall be reimbursable to a Director when more economical than taxi service or other ground transportation.
- (3) Privately Owned Vehicle. The Director shall be reimbursed for the use of a privately owned vehicle at the same rate that the U.S. Internal Revenue Service allows for mileage deductions. Related bridge tolls and parking fees shall also be reimbursable.

- c. Personal Telephone Calls. Two (2) personal telephone calls per day shall be reimbursed at actual cost with receipts. CCCTA business phone calls are permissible and reimbursable.

3. Receipts. Receipts are required for all lodging and transportation related expenses. A receipt for transportation expenses may be prepared by the Director if the expense is less than \$25.00. All costs to be reimbursed must be substantiated as to date, time, place, amount and business purpose. Mileage for use of a personal vehicle will be reimbursed at the rate allowed by the Internal Revenue Service.
4. Reasonable Consideration. The Director shall travel in a manner which will be most economically advantageous to the CCCTA consistent with reasonable individual scheduling.(Duplicates section below) Consideration will be given to alternate arrangements of lodging/transportation if the overall cost to CCCTA is less than or equal to the prevailing local rates of combined lodging/transportation.

C. Travel/Business Expense Approval

1. Director's Approvals

- a. The Administration & Finance Chair shall approve Director's reimbursement form after a signed reimbursement form has been submitted. Another member of the Administration & Finance Committee will approve the reimbursement form if the Chair is not available or the reimbursement form belongs to the Chair.
- b. Reimbursement/Advances with no incidental costs. There are occasions that a Director may be reimbursed for an eligible expense (i.e. flight) and/or advanced funds for additional

expenses (i.e. Conference registration) prior to the activity or event. The Director after completion of the eligible activity shall verify expenses were incurred and eligible under the reimbursement policy by submitting a signed travel reimbursement form to Administration and Finance Chair for approval.

2. Other Expenses.

Director's expenses shall not be reimbursable except as provided in Paragraphs A and B of this policy, unless such expenses have been specifically:

- a. Approved by the CCCTA Administration & Finance Committee; or
- b. Approved by the Chair, CCCTA Board of Directors, and the Chair of the Administration & Finance Committee, where said Committee cannot be conveniently convened to consider the matter. All expenses approved under this Paragraph C.2 shall be specifically reported to the CCCTA Board of Directors.

3. Staff Approvals.

Staff expenses shall not be reimbursable except as provided in Paragraph B of this policy, unless such expenses have been specifically approved by the General Manager or Assistant General Manager. For staff expenses permitted to be reimbursed under Paragraph B of this policy, staff Travel/Business Expense Forms shall be approved by the next higher level of management not directly involved in the incurred expenses as listed herein:

Staff Submitting Form	Approval Required
Manager and below	Department Director
Department Director	AGM, COO, CFO
AGM, COO, CFO	General Manager
General Manager	Board Chair or A&F Committee Chair

The Travel/Business Expense Form for the General Manager shall be reviewed by the Chief Finance Officer prior to final approval by the Board Chair or A&F Committee Chair. Other management staff shall be approved as noted above and reviewed by the Finance Manager prior to reimbursement.

4. Outstanding Advances

- a. Directors may receive a travel advance for anticipated expenses permitted under this policy. No Director shall receive a travel advance until all prior advances have been processed and closed. No advance shall be allowed to remain open for more than ninety (90) days. In the event a travel/business expense advance is not cleared within the ninety (90) day period, the Chair of the Administration & Finance Committee shall contact the Director holding the advance to expedite its completion.

Attachment 1: Current Expense Reimbursement Policy

- b. In the case of an outstanding staff advance, the General Manager shall contact the staff person holding the advance to expedite its completion. In case of an outstanding General Manager advance, the Chair of the A&F Committee shall expedite its completion.

D. Effective Date

This policy shall be effective September 19, 1985.

DATE OF ADOPTION: November 21, 1985

DATES OF REVISION: November 17, 1988
December 17, 1992
August 19, 1993
January 20, 1994
December 19, 1996
January 1, 2008 – Resolution No. 2008-008
February 21, 2019-Resolution No. 2019-019

RESOLUTION NO. 2019-019

BOARD OF DIRECTORS, CENTRAL CONTRA COSTA TRANSIT AUTHORITY
STATE OF CALIFORNIA

* * *

ADOPTING REVISED POLICY ON EXPENSE REIMBURSEMENT

WHEREAS, the County of Contra Costa and the Cities of Clayton, Concord, the Town of Danville, Lafayette, Martinez, the Town of Moraga, Orinda, Pleasant Hill, San Ramon and Walnut Creek (hereinafter "Member Jurisdictions") have formed the Central Contra Costa Transit Authority ("CCCTA"), a joint exercise of powers agency created under California Government Code Section 6500 *et seq.*, for the joint exercise of certain powers to provide coordinated and integrated public transportation services within the area of its Member Jurisdictions;

WHEREAS, the Board of Directors of CCCTA recognizes that effective and efficient conduct of Authority business requires directors to incur expenses for travel, meals, lodging, and ancillary costs which should, in fairness, be reimbursed by CCCTA;

WHEREAS, the Board of Directors is also mindful of the need to conserve CCCTA's resources and keep expenses within community standards for public officials; and

WHEREAS, on November 21, 1985, the Board of Directors adopted an Expense Reimbursement policy;

WHEREAS, the Board of Directors has updated the policy a number of times since 1985, most recently on December 20, 2007, by Resolution No. 2008-008;

WHEREAS, it is appropriate to revise the policy at this time to conform to current operating procedures, eliminate redundancies, and to reflect CCCTA's current organizational structure; and

WHEREAS, the A&F Committee recommends that the Board of Directors adopt a revised Expense Reimbursement Policy.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Central Contra Costa Transit Authority adopts the Expense Reimbursement Policy attached hereto.

Regularly passed and adopted this 21st day of February, 2019, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Sue Noack, Chair, Board of Directors

ATTEST:

Lathina Hill, Clerk to the Board

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
EXPENSE REIMBURSEMENT POLICY

Policy No.	02.14
Created:	November 21, 1985
Revised:	November 17, 1988
	December 17, 1992
	February 21, 2019
	<i>March 21, 2024 (draft)</i>

PURPOSE:

It is the policy of the Central Contra Costa Transit Authority (“CCCTA”) to reimburse the CCCTA Board of Directors (“Directors”) and CCCTA employees (“Employees”) for actual and necessary expenses incurred in connection with the performance of their official duties. This policy provides guidelines for allowable expenditures, documentation requirements, and approval authority.

POLICY:

1. CCCTA’s expense reimbursement policy follows the requirements of the Internal Revenue Service (IRS) Code Section 62 on Accountable Plans. An Accountable Plan is a method of reimbursing individuals such that the reimbursement does not count as taxable income, provided the following three requirements are met:
 - a. Business Purpose: Expenses incurred are necessary, reasonable, and appropriate for CCCTA business. This type of expense satisfies the IRS Business Connection criteria.
 - b. Substantiation: Sufficient supporting documentation is submitted to CCCTA to enable the nature of each expense to be identified and deemed a legitimate business expense within a reasonable period after incurring the expense.
 - c. Return of excess amounts: Reimbursement funds or allowances given that exceed the substantiated expenses are returned within a reasonable time frame. This time frame is defined as within 30 days of incurring the expense or completing the travel. Unsubstantiated amounts not returned within a reasonable time frame, as defined above, are considered gross income subject to withholding and must be reported on Form W-2.
2. All CCCTA travel must be reasonable and have a valid business purpose. Directors’ travel must be performed in accordance with the Board Travel Policy. Employee travel must be approved in advance by the General Manager or their designee.

EXPENDITURE TYPES:

1. Prohibited Expenditures. State law prohibits personal use of public resources. Examples of personal expenses that CCCTA will not reimburse include, but are not limited to:
 - a. The personal portion of any trip;
 - b. Travel or rental car insurance;
 - c. Political or charitable contributions or events;
 - d. Family expenses, including partner’s expenses when accompanying a Director or Employee on CCCTA-related business, as well as children- or pet-related expenses;
 - e. Entertainment expenses, including alcoholic beverages, theater, movies (either in room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;
 - f. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and
 - g. Personal losses incurred while on CCCTA business, other than those that would typically be covered by CCCTA’s automobile or general liability insurance.

Any questions regarding the propriety of a particular type of expense should be resolved by the General Manager before the expense is incurred.

2. Travel Expenditures.
 - a. Transportation. The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route. Government and group rates must be used when available.
 - i. Public Transportation. Use of public transportation is encouraged. Directors and Employees shall endeavor to use public transportation where reasonably convenient and available.
 - ii. Airfare.
 - Direct flights shall be considered standard, even though flights with connections and/or layovers are often less expensive. Airfares shall be purchased as far in advance as possible to take advantage of reduced fares.
 - First Class or Business Class airfare, seat upgrades, and Southwest “Early Bird Check-In” fees are not an allowable expense.

- iii. Personal Automobile. Automobile mileage is reimbursed at the applicable IRS rate in effect at the time of travel. The reimbursement rate is designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable.
 - iv. Car Rental. Economy vehicle rental types shall be considered the most economical and reasonable for purposes of reimbursement under this policy. Larger vehicles may be rented as appropriate, depending upon the number of passengers.
 - v. Staff Vehicles. Upon approval by the General Manager (or their designee), an available staff vehicle may be utilized by an Employee in lieu of a car rental for travel within the State of California.
 - vi. Taxis/Shuttles/Ridesharing. Taxi, shuttle, or ridesharing (i.e. – Uber or Lyft) fares may be reimbursed when the cost of such fares is equal to or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.
- b. Lodging. Lodging expenses will be reimbursed or paid for when reasonably requires an overnight stay. When possible, Directors and Employees must endeavor to reserve lodging that does not exceed the single occupancy conference rates. If conference rates are unavailable, lodging rates should be approved in advance for reasonableness by the General Manager.
- c. Meals.
- i. A daily meal per diem, in accordance with the table below, is allowed for travel requiring an overnight stay. The per diem amount should be pro-rated for partial travel days and meals provided by others (such as meals provided by conferences or vendors).

Per diem rates:

TOTAL	Breakfast	Lunch	Dinner	First/Last Day of Travel
\$80	\$20	\$20	\$40	\$60

- ii. Room service is not an allowable meal expense and should be deducted from lodging expense reimbursements before submission.
- iii. When travel does not require an overnight stay, the actual costs of meals may be reimbursed at amounts not to exceed the per diem rate tiers. If actual meal costs are requested for reimbursement, itemized receipts must be provided.

d. Travel Advances.

- i. Directors and Employees may request a travel advance for expenses incurred ahead of time, such as airfare, hotel, and rental car costs. Such expenses must be substantiated by an itemized receipt that demonstrates these costs have been incurred.
 - ii. Per diem is not an allowable travel advance cost since the cost of meals is not incurred prior to travel. If this causes undue financial hardship for an individual, an exception may be approved by the General Manager on a case-by-case basis.
 - iii. Any unused advance must be returned to CCCTA within thirty (30) days of completing travel.
- e. Insurance and Cancelled Trips. Insurance is not an allowable expenditure since it is presumed that CCCTA carries the appropriate liability insurance to protect Directors and Employees while on official business. If a circumstance arises that prevents a Director or Employee from traveling and non-refundable expenses have already been incurred, such expenses will remain eligible for reimbursement to the Director or Employee.

3. Other Expense Reimbursements

- a. Directors. Directors will not be reimbursed for expenses incurred outside of this policy, unless such expenses have been specifically:
 - i. Approved by the Administration & Finance (A&F) Committee; or
 - ii. Approved by the Board of Directors Chair and the A&F Committee Chair, where said Committee cannot be conveniently convened to consider the matter.

All expenses approved under this paragraph 3.a. shall be specifically reported to the CCCTA Board of Directors.

b. Employees.

- i. Business expenses. During the normal course of business, Employees may incur certain non-travel-related expenses. These types of expense may include (but are not limited to):
 - Business-related meals for employees and/or colleagues
 - Employee appreciation events
 - Professional association dues, or
 - Training classes or webinars.

4. Receipts and Documentation.

a. Travel.

- i. Directors or Employees requesting reimbursement for travel expenditures must do so by submitting a Travel Expense form.
- ii. Documentation, generally in the form of a receipt, is required for all expenditures itemized on the expense report other than public transportation, mileage, or per diem.
- iii. Mileage reimbursement requests must include a map showing the distance between the origin and destination.
- iv. If a travel advance is provided, documentation of the advance must be included with the final Travel Expense form so that the entire cost of travel is captured in one document.

b. Other Expenses.

- i. Employees requesting reimbursement for business expenses must do so by submitting a Check Request form.
- ii. Documentation, generally in the form of a receipt, is required to be attached to the form.
- iii. Meal receipts must be itemized.
- iv. Information about the nature and purpose of the expense must be included on the check request form, along with the attendees of the meal if the request is for a business-related meal reimbursement.
- v. If the business-related meal occurred while an Employee was traveling, they may include the reimbursement request with their Travel Reimbursement form. In such cases, the associated meal per diem should be pro-rated by all Employee(s) attending the meal.

5. Expense Approvals. Directors and Employees must submit their reimbursement request to the appropriate Approver (as outlined below) no later than 30 days after the expense was incurred or the associated travel was completed. Once approved, the Approver shall submit the request to the Finance Department for processing.

a. Director Approvals.

- i. The A&F Committee Chair shall provide approval of all Director reimbursement requests.
- ii. If the A&F Committee Chair is not available, or, the reimbursement is for the Chair themselves, another member of the A&F Committee may approve the request.
- iii. Travel Advances may be approved by the General Manager. After completion of the eligible activity, the Director shall submit a signed Travel Reimbursement form that includes the advanced expenses to A&F Committee Chair for approval.

b. Employee Approvals. All employee reimbursements (including Travel Advances) shall be approved by the next higher level of management not directly involved in the incurred expenses, as listed herein:

Employee	Approver
Manager and below	Department Director
Department Director	AGM, COO, CFO
AGM, COO, CFO	General Manager
General Manager	Reviewed by CFO, and Approved by Board Chair or A&F Committee Chair

c. Additional Oversight. The A&F Committee reviews all vendor bills at its regularly scheduled meeting, thereby providing additional oversight of all expense reimbursements on a timely basis.

RELATED POLICIES:

- 1. Board Travel (policy #02.12)

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
CREDIT CARD POLICY AND PROCEDURES

Created: 20 April 2017
Revised:

POLICY:

The Central Contra Costa Transit Authority (CCCTA) has established Credit Cards for business-related office expenses, information technology software and hardware, travel, conferences and training.

GENERAL INFORMATION

1. The Assistant to the General Manager and the Senior Manager of Technical Services may be issued a credit card in his/her name for allowable CCCTA business-related expenses such as supplies, information technology software and hardware, travel, conferences and training. This credit card is **ONLY** to be used for **OFFICIAL CCCTA BUSINESS** and **MAY NOT BE USED FOR PERSONAL PURCHASES**. Inappropriate use of the credit card will subject the employee to disciplinary action, up to and including termination. The following are examples of inappropriate use:

- a. Personal services
- b. Entertainment
- c. Alcoholic beverages
- d. Medical drugs and narcotic drugs
- e. Cash advances (Cal-Card program does not allow for cash advances)

2. An employee will maintain physical control of the credit card in a secure location and advise management and the card issuing bank immediately if lost or stolen.

3. The credit card must be surrendered upon separation of employment.

4. The employee is responsible for timely submittal of the credit card statement for payment to avoid any accrued interest charges or late fees.

5. Along with the credit card statement the employee will provide a receipt and/or any substantiating documentation for each transaction charged on the credit card.

6. The credit card may only be used by the cardholder for business-related expenses. If the employee is not present (i.e. vacation, position vacant), the General Manager, Director of Finance or Director of Maintenance may authorize another employee on a case-by-case basis.

7. If the employee is not clear if a purchase is appropriate, he/she will request approval from the General Manager, Director of Finance, or Director of Maintenance before purchasing the item.

PROCEDURES:

1. Employee will obtain an itemized receipt and/or supporting documentation for each use of the credit card and will note on it the purpose or business need along with names associated with the transaction, if any.
2. Upon receipt of the credit card monthly statement, employee will note the use of each credit card charge, provide supporting receipts/documentation including account code to expense, and submit to either the General Manager (Finance Director if General Manager is not available) or Director of Maintenance for approval.
3. Following approval by the General Manager or Director of Maintenance, the employee will immediately forward the signed monthly statement and supporting documentation to Finance for processing.
4. After Finance has processed payment, the monthly statements will be submitted to the Administrative and Finance Committee for review and approval.

RESOLUTION NO. 2017-014

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
BOARD OF DIRECTORS

AUTHORIZING UPDATE OF CREDIT CARD POLICY

WHEREAS, the County of Contra Costa and the Cities of Clayton, Concord, the Town of Danville, Lafayette, Martinez, the Town of Moraga, Orinda, Pleasant Hill, San Ramon and Walnut Creek (hereinafter "Member Jurisdictions") have formed the Central Contra Costa Transit Authority ("County Connection"), a joint exercise of powers agency created under California Government Code Section 6500 *et seq.*, for the joint exercise of certain powers to provide coordinated and integrated public transportation services within the area of its Member Jurisdictions; and

WHEREAS, in 2001, County Connection established a credit card policy for business-related office expenses, travel, conferences and training, and began participation in the State-of California Cal-Card program, which provides VISA card services for state and local agencies;

WHEREAS, in 2003 the policy was updated to include information technology related purchases;

WHEREAS, it is desired to further update the credit card policy to clarify appropriate credit card use and procedures for submittal for payment, as outlined in the Credit Card Policy and Procedures attached as Attachment A;

WHEREAS, the Administration & Finance Committee recommends that the Board of Directors approve the updated credit card policy.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Central Contra Costa Transit Authority hereby approves the updated Credit Card Policy and Procedures as outlined in Attachment A.

Regularly passed and adopted this 20th of April, 2017 by the following vote:

AYES: Direcotors Dessayer, Diaz, Hoffmeister, Hudson, Storer, Tatzin and Wilk

NOES: None

ABSENT: Direcotrs Andersen, Noack, Schroder and Worth

ABSTAIN: None



Laura Hoffmeister, Chair, Board of Directors

ATTEST:



Lathina Hill, Clerk to the Board

CENTRAL CONTRA COSTA TRANSIT AUTHORITY
CREDIT CARD POLICY AND PROCEDURES

Policy No: 06.06
Created: April 20, 2017
Revised: *March 21, 2024 (draft)*

PURPOSE:

It is the policy of the Central Contra Costa Transit Authority (“CCCTA”) to provide certain employees with credit cards as an alternative method of payment for goods and services. The credit card represents CCCTA’s trust in a responsible employee to safeguard and protect the CCCTA’s assets. Cardholders assume the responsibility of the protection and proper use of the CCCTA issued card at all times. This policy provides guidelines for the responsibilities associated with card use.

POLICY:

1. CCCTA may make credit cards available to designated staff to make purchases or payments to facilitate the operations of CCCTA. These staff members (“Cardholders”) are limited to:
 - a. General Manager
 - b. Assistant General Manager
 - c. Chief Operating Officer
 - d. Chief Financial Officer
 - e. Assistant to the General Manager/CFO & Board
 - f. Director of Information Technology
2. Credit card statements may only be approved by the following: General Manager, Assistant General Manager, Chief Operating Officer, or Chief Financial Officer (“Approvers”). However, in no instance shall an Approver provide the sole approval of their own credit card statement.
3. The Finance Department will issue cards to Cardholders as governed by this policy.
4. Cardholders will not use CCCTA-issued credit cards for personal expenses even if the intent is to reimburse CCCTA later. Charging personal expenses on the credit card is a misuse of CCCTA funds and doing so may result in disciplinary action.
5. Purchases made with CCCTA-issued credit cards must be made in compliance with CCCTA’s Purchasing Policy and/or Expense Reimbursement Policy.
6. Purchases should not be “split” to circumvent credit card transaction limits. Split purchases are when the vendor is asked to split a single purchase into two separate transactions by a single employee credit, or by multiple employee credit cards.

RESPONSIBILITIES:

1. Cardholders:
 - a. Utilize the credit card in compliance with this policy, including the related processes and procedures. Cardholders are responsible for the purchases made on their CCCTA-issued credit cards.
 - b. Do not permit others to use the card, except when a duty has been delegated to office staff (e.g., to make CCCTA business travel and hotel arrangements).
 - c. Submit itemized receipts and/or supporting documentation for each use of the credit card and notate the purpose or business need associated with the transaction, if any.
 - d. Sign the credit card statement to indicate that all charges are valid, and submit statement and supporting documentation to an Approver.
 - e. Notify the credit card company and the Finance Department if the credit card is lost or stolen.
 - f. Secure credits from suppliers when items are returned or billing errors are found.
 - g. Resolve disputes and any fraudulent charges on the monthly statement.

2. Approvers:
 - a. Review and authorize credit card statements. Indicate authorization by signing the statement.
 - b. Submit the approved credit card statements to the Finance Department for processing.

3. Finance Department:
 - a. Issue new and replacement cards.
 - b. Collect credit cards from Cardholders who separate from CCCTA employment.
 - c. Ensure that all credit card transactions are properly authorized.
 - d. Process payments for credit card statements on a timely basis.
 - e. Implement purchase limits for individual cards.
 - f. Provide monthly credit card statements to the Administration and Finance Committee for review and approval.

PURCHASE LIMITS

The spending limit for each credit card is as follows:

- | | |
|-------------------------------|----------|
| 1. Single Purchase Limit | \$5,000 |
| 2. Total Monthly Credit Limit | \$20,000 |

Purchases over the appropriate authority limit are prohibited. Dividing a purchase is not an acceptable means of satisfying this limit and is not allowed.

PURCHASE TYPES

Credit card purchases are subject to the provisions of CCCTA's Procurement Policy and/or Expense Reimbursement Policy, and usage of the credit card is not intended to replace CCCTA's normal purchasing procedures. Credit card purchases are only to be made in the event that the vendor is not equipped to invoice CCCTA and accept payment on CCCTA's standard payment schedule.

If a Cardholder is uncertain if a purchase is appropriate, they must request approval from an Approver prior to purchasing the item.

All transactions of a personal nature are prohibited, including (but not limited to) the following:

1. Alcoholic beverages
2. Cash advances, traveler's checks, or the use of ATM machines
3. Drugs, both medical and narcotic
4. Entertainment
5. Fuel for personal vehicles
6. Personal services

RELATED POLICIES

1. Procurement Policy (policy #03.04)
2. Expense Reimbursement (policy #02.14)