




**May 1, 2025**

**To:** Members of the Executive Committee

**From:** Jason Jewell, Managing Director 

**Subject:** Proposed Changes to the Los Angeles – San Diego – San Luis Obispo Rail Corridor Agency Travel, Conference, and Business Expense Policy

### **Overview**

The Los Angeles – San Diego – San Luis Obispo Rail Corridor Agency is committed to maintaining administrative policies that promote transparency, fiscal responsibility, and compliance with applicable state and federal requirements. As part of ongoing efforts to strengthen operational practices and ensure alignment with current grant reimbursement standards, staff is recommending updates to the Agency's Travel, Conference, and Business Expense Policy.

### **Recommendation**

Adopt the proposed updates to the Los Angeles – San Diego – San Luis Obispo Rail Corridor Agency Travel, Conference, and Business Expense Policy and authorize staff to implement the recommended changes.

### **Background**

The Los Angeles – San Diego – San Luis Obispo (LOSSAN) Rail Corridor Agency's (Agency) original Travel, Conference, and Business Expense Policy (Policy) was adopted by the Board of Directors (Board) in March 2014 to establish procedures for the approval and reimbursement of expenses incurred by the Board and staff while conducting official Agency business, consistent with Government Code Section 53232 et seq. (GSA) and Agency By-Laws.

In November 2019, minor updates were made to the Policy to clarify reimbursement procedures, mileage verification, and meal per diem practices. These refinements were administrative in nature and aimed at strengthening internal documentation requirements.

In 2025, a comprehensive review of the Policy was conducted to address evolving best practices, ensure compliance with federal and state grant requirements, and

support effective financial stewardship. Based on this review, staff is recommending updates to modernize the Policy, improve clarity, and reinforce the Agency's commitment to consistent and auditable practices.

### ***Discussion***

The proposed updates to the Policy are intended to modernize procedures, strengthen consistency, and ensure compliance with federal and state reimbursement requirements. The updates include:

- Clarification of the travel authorization process, including formal approval requirements for overnight and air travel, and supervisory approval for same-day travel.
- Updates to transportation and mileage reimbursement procedures to align with Internal Revenue Service guidelines and reflect reasonable business practices.
- Refinements to lodging reimbursement criteria to promote safety and prudent stewardship of public funds.
- Revisions to meal and incidental expense reimbursements to maintain alignment with General Services Administration per diem standards, including required reductions when meals are provided at no cost and clarifications for local travel meal reimbursements.
- Addition of Transportation Security Administration Pre-Check enrollment reimbursement eligibility for frequent business travelers to improve travel efficiency.
- Clarifications regarding tipping practices to ensure reasonable and consistent reimbursement practices.
- Streamlining expense reporting deadlines and acceptance of electronic receipts to promote timely and efficient reimbursement processing.

These updates will help ensure LOSSAN's travel practices continue to meet high standards of fiscal responsibility, support audit-readiness, and maintain eligibility for reimbursement under applicable grant and funding programs.

### ***Summary***

Staff recommends approval of the proposed updates to the Travel, Conference, and Business Expense Policy. The recommended changes reflect best practices for financial stewardship, promote clear and consistent administration of travel and business expenses, and ensure compliance with applicable requirements to protect the Agency's eligibility for grant and operating reimbursements.

***Attachments***

- A. Travel, Conference, and Business Expense Policy for Members of the Board of Directors and Staff
- B. Redlined Version of the Travel, Conference, and Business Expense Policy for Members of the Board of Directors and Staff

**Prepared by:**



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