



**Guadalupe-Coyote**  
**Resource Conservation District (GCRCD)**  
*An independent special district of the State of California*

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TO:                    GCRCD Board of Directors  
FROM:                Stephanie Moreno, Executive Director/District Clerk  
SUBJECT:            Consent Agenda Item #5.3: *Adopt an interim policy establishing District travel reimbursement rates for the use of public transportation.*  
DATE:                April 5, 2023

**Recommendation:**

The Board of Directors adopt an interim policy establishing work-related travel reimbursement of actual expenses for the use of train, light rail, bus, car rental, or ride share, up to a cap of what would have been allowable if the District staff had driven their personal vehicle, with the exception that carpooling costs without a fare will be reimbursed at a pro-rated cost for a single rider.

**Background:**

The District adopted its current travel policy as a section within its Financial Policy, which was last revised in December 2020. Although it sets forth reimbursement for mileage expenses, it does not address the use of public transit as a mode for routine work-related travel. As a public agency committed to the wise use of natural resources and providing social equity in its programs, I am recommending the District consider a transit-friendly policy.

Currently we are using the allowable IRS rate to reimburse District staff for mileage when they rent a vehicle to travel to workshops and site visits, whether it is by personal vehicle or rented/shared vehicle (e.g., Zip car). However, there is no clear policy on when to reimburse for the use of other types of work-related travel, such as train, light rail, bus, or ride share (e.g., Uber, carpooling, etc.), or what the cap should be on those reimbursements.

**Authorities:**

The IRS has established guidelines for mileage reimbursement and the provision of pre-tax benefits related to commuter expenses, but other types of work-related transportation expenses are reimbursed on an actual expense basis upon provision of receipts. Reimbursing District staff for travel by train, light rail, bus, or ride share for work-related – not commuter – expenses would appear to fall within this category.

**Recommendation:**

I am recommending the District adopt an interim policy authorizing reimbursement of actual expenses for the pre-authorized use of train, light rail, bus, or ride share, up to a cap of what would have been allowable if the District staff had driven their personal vehicle, with the exception that carpooling costs without a fare will be reimbursed at the pro-rated cost for a single rider. Reimbursable travel will still require pre-approval of the Executive Director.

I will continue to research other potential authorized methods to provide reimbursement for work-related public transit so that the Board may consider them during its next regular review of District Financial Policy.