

SANTA BARBARA COUNTY EMPLOYEES' RETIREMENT SYSTEM

TRUSTEE TRAVEL POLICY

I. PURPOSE

The purpose of this Trustee Travel Policy is to encourage and facilitate the pursuit of relevant educational and business-related initiatives by Trustees. The policy is designed to assist them in meeting fiduciary duties to administer the pension system and to ensure that expenditures incurred in the process are prudent and cost-effective, to mitigate the risk of improprieties arising from Trustees' travel or business-related activities and to set parameters for Trustees to follow when traveling on System business.

II. ASSUMPTIONS AND PRINCIPLES

1. Prudent oversight of a public pension system requires that Trustees occasionally travel to Retirement System related business meetings and educational conferences or seminars, held in or outside California. Travel and related costs incurred in doing so not only represent legitimate expenses of the System, but are a sound investment in the ongoing success of the System in meeting the needs of the members.
2. Notwithstanding the above, any expenditures relating to travel and reimbursement of Trustees must support and comply with the Board's fiduciary responsibilities and reflect sensitivity to the members and beneficiaries on whose behalf the Board of Administration serves.
3. The appropriateness of expenditures incurred by Trustees will be determined in accordance with the travel and travel reimbursement guidelines of the County of Santa Barbara, as those guidelines are updated from time to time. A copy of the current guidelines are attached.
4. Trustees will be compensated in accordance with Government Code Section 31521 and reimbursed for appropriate travel expenses, including parking, to attend Board and Committee meetings.

III. POLICY GUIDELINES

A. PAYMENT OF TRAVEL & RELATED EXPENSES BY THE SYSTEM

1. The System will only pay for or reimburse travel or business related expenses incurred in compliance with the Trustee Travel or Education Policies.

2. Trustees will only be reimbursed for travel-related expenses if such travel has been incurred in accordance with the Trustee Education Policy or on other authorized business.
3. SBCERS shall not reimburse travel related expenses incurred by trustees engaged in activities on behalf of SACRS to the extent that such expenses are subject to reimbursement by SACRS pursuant to its Bylaws and implementing policies. Such policy shall not preclude reimbursement of travel related expenses reasonably incurred by trustees in SACRS activities which are not subject to reimbursement by SACRS pursuant to its Bylaws and implementing policies.
4. The System will only pay for or reimburse travel or business-related expenses incurred directly by the Trustee. All other expenses (e.g., for a spouse) will be the responsibility of the Trustee.
5. Travel arrangements will be coordinated with the Retirement System Administrative Office. Any costs associated with last minute cancellation may be charged to the Trustee.
6. When traveling by air, Trustees will have the option to extend their trip (e.g. over a Saturday night) if it will result in a net savings or no additional cost to the System.
7. Although not an exhaustive list, the following are business related expenses that may be reimbursed to Trustees or paid on their behalf by the System in accordance with the County of Santa Barbara Business Expense Policy.
 - A. Airfare
 - B. Fares relating to taxis, airport limousines, trains and subways
 - C. Personal automobile mileage
 - D. Rental cars
 - E. Hotel accommodations
 - F. Meals and non-alcoholic beverages
 - G. Telephone calls and business services (photocopies, faxes, computer services)
8. When deciding among similar educational programs, or identical programs offered in different locations, Trustees agree to make every attempt to attend those programs that minimize travel and related expenses.
9. Trustees will document all expenditures except meal per diem.

B. ACCEPTANCE OF GIFTS FOR TRAVEL AND RELATED EXPENSES FROM THIRD PARTIES

1. When a Trustee attends an educational conference, seminar or similar event, but does not participate as a speaker, panel member, or in a similar capacity, the trustee may accept free or reduced price admission and educational materials in connection with the event; any gift of meal, lodging or transportation expenses used by the trustee, whether or not directed as a gift to the System, must be declared as a gift to the trustee and is subject to statutory limitations as to the value of such a gift.

2. When a Trustee participates in an educational conference, seminar or similar event as a speaker, panel member or in a similar capacity, the Trustee may accept gifts, including payment of meal, lodging or transportation expenses, subject to the following:
 - a. So long as the Trustee gives a speech or participates in a panel or seminar, the Trustee may receive free admission to the event, refreshments and similar non-cash nominal benefits provided during the entire event. The value of admission to the event, or of the refreshments provided, is not subject to gift limits and not reportable, wherever the event is held.

 - b. When a Trustee travels within California to give a speech (which term includes active participation in a panel seminar or debate), the Trustee may receive reimbursement for travel expenses, as well as necessary food and lodging to participate in the event. The value of such reimbursed items is not subject to gift limits and is not reportable.

 - c. When a Trustee travels within the United States, but outside of California, the Trustee may receive reimbursement for travel expenses, as well as necessary food and lodging to participate in the event, provided that the engagement is reasonably related to a legislative or governmental purpose or to an issue of public policy. Lodging and meal expenses are limited to the day immediately preceding, the day of and the day immediately following the speaking engagement. Amounts received in reimbursement are exempt from gift limits, but must be reported on the Trustee's statement of economic interests. Reimbursement of such expenses may disqualify the member from participating in any vote with respect to any matters involving the entity reimbursing the expenses for a period of 12 months.

3. To the extent that expenses are not paid by the sponsoring entity or group consistent with conflict of interest rules, the Trustee shall pay such expenses or may request that the System pay such expenses to the extent that payment of such expenses are appropriate pursuant to the Trustee Travel Policy and/or the Trustee Education Policy.

4. A member shall not accept any fees or honoraria for making a speech or participating in a panel or seminar, other than the reimbursement of expenses described in this policy.

C. **BOARD APPROVAL**

Except as provided for in the Trustee Education Policy, or where prior Board approval is not feasible, expenses for travel in excess of \$ 150 shall be approved by the Board before the expenses are incurred.

IV. POLICY REVIEW

The Retirement Board shall review this Policy at least every three years to ensure that it remains relevant and appropriate.

VI. AMENDMENT HISTORY

This Policy was adopted by the Retirement Board on October 24, 2001, and revised April 13, 2005, and November 19, 2008.