



Memorandum

TO: Joint Governance Committee

FROM: Benjie Chua Foy

SUBJECT: Trustee Educational Travel Policy

DATE: June 10, 2024

Approved

Date

06/12/24

RECOMMENDATION

Discussion and action on feedback received from the Finance department on the trustee educational travel policy.

BACKGROUND

On March 21, 2024 and April 4, 2024, the Federated and Police and Fire Boards approved the new Trustee Educational Travel Policy, respectively.

On May 22, 2024, the Office of Retirement Services (ORS), the City Finance Department (Finance) and the City Manager's Office (CMO) met to discuss this policy. The Chief Executive Officer (CEO) for ORS Roberto L. Pena, the Director for Finance, Rick Bruneau, and Jessica Lowry, Senior Executive Analyst from CMO were present at this meeting, as well as additional support staff from ORS and Finance.

ANALYSIS

This memorandum provides an overview of the feedback received from Finance at the May 22 meeting and notes decision points for discussion and action.

Issues Raised	Comments	Decision Point
If a trustee is also an employee, are they traveling as an employee or Trustee?	A Trustee that is also an employee will travel as a trustee when travelling for Board business.	Propose adding this clarification to the policy
How are City employees that are trustees to be reimbursed?	Via payroll even though there is another way which would require the trustee to be added as a vendor. This would	Finance proposed that employee trustees will have their reimbursement processed via E-Way, not

	complicate taxability of reimbursement. Mileage should be entered through e-Way.	Accounts Payable (AP) like non-employee trustees due to factors such as W-9, etc. Finance suggested adding to the policy how a reimbursement are made to Employee Trustees.
The City currently has travel bans to Mississippi and North Carolina	The CEO advised that trustees would consider adhering to the travel bans imposed by the City.	Suggest adding language to the policy to clarify that City travel bans will apply to Trustee travel under this policy.
Is a travel request form still being completed?	Yes, and the CEO approves it. If the cost seems high, it would be brought to the Board for approval.	Suggest adding language to clarify that a travel request form will be completed prior to travel.

In addition to the operational issues outlined above, the Finance department provided further general comments about the policy that would fall under the purview of the Boards; these comments included a suggestion to limit the number of trips allowable per Trustee per year, if the pre-approved list is “the most prudent way” to obtain approval for travel, and a concern with conferences hosted by retained consultants.