



Staff Transportation and Travel Policy

I. Purpose

- A. To establish criteria and approval authority for travel and meal expenses for San Joaquin County Employees' Retirement Association ("SJCERA") non-executive staff.

II. Objective

- A. To prudently oversee the reimbursement of costs associated with staff's travel and related costs to prudently administer plan.

III. Travel, Request Forms and Reimbursement

- A. Travel and related expenses that may be reimbursed to Staff include those documented in the substantive provisions of the San Joaquin County Administrative Manual Section 3500 – Transportation, Travel & Meals as guidance for non-executive staff travel. All approvals, verifications, and reimbursements shall be administered internally by SJCERA, in accordance with this Policy.
- B. SJCERA will provide per diem reimbursements to travelers for meals and incidentals based on the General Services Administration ("GSA") or Consumer Price Index ("CPI") of the location traveled to, as in final destination. If multiple destinations are included in a traveler's plans, the final destination for each day shall be the rate point for travels.
 - a. SJCERA shall not provide a per diem reimbursement for meals which are included in a pre-planned event or travel itinerary.
 - b. SJCERA shall allow a traveler with dietary restrictions to take a per diem reimbursement for meals in the event of a conference or travel plan with meals included if such meals do not meet said dietary restrictions. A written request by the traveler is required for this accommodation.
- C. SJCERA makes a best effort to pre-book and pay for travel and travel-related expenses for Staff such as airfare and hotel; however, travel and travel-related expenses that are anticipated to be reimbursed to Staff include but are not limited to:
 - a. Fees for luggage check-in
 - b. Ride share or transportation separate from pre-booked travel itinerary
 - c. Tolls, fees, or other expenses related to travel to and from necessary destinations during a travel itinerary

D. The Chief Executive Officer (CEO) may approve exceptions to the County policy when one is required, due to extenuating circumstances. Any request for an exception must document the circumstances, the need for the exception and the exception may apply only to the extent of actual costs incurred, provided such costs are deemed to be ordinary and necessary under the circumstances. The merit of any request for exception shall be based on the CEO's sole judgement and is not subject to appeal.

1. In the event a traveler cannot provide a receipt(s), the CEO may authorize reimbursement based on the use of a signed affidavit for the amount and the reason for no receipt.

IV. SJCERA Travel Reimbursement Administration

A. Authority

1. SJCERA administers its own accounting, audit, and payment processes in accordance with the County Employees Retirement Law of 1937 (CERL) and Board policies.

B. Verification and Payment Process

1. Travel reimbursements for SJCERA staff shall be verified, authorized, and paid by SJCERA's Finance Division, under the direction of the CEO or designee.
2. The San Joaquin County Auditor-Controller's Office shall not review, approve, or issue payments for SJCERA travel reimbursements.
3. All reimbursements must include required documentation such as receipts, conference agendas, mileage logs, and any applicable affidavits authorized by the CEO.
4. The CEO or designee may establish internal forms, approval workflows, and thresholds consistent with generally accepted accounting principles (GAAP) and internal control standards.

C. Record Retention

1. Travel reimbursement documentation shall be retained in accordance with SJCERA's Records Retention Policy and made available for audit by the Board's external auditors.

V. Board and Executive Staff

- A. The rules governing travel for the Board and Executive Staff of SJCERA are contained in the Trustee and Executive Staff Travel Policy.

VI. Law Prevails

- A. In the event a conflict between this Policy and any applicable law, including the California Government Code; the Internal Revenue Code; or other local, state,

or federal statutes, the law shall prevail. If any provision of this Policy shall be held or made invalid by a court decision, statute, or rule, or shall be otherwise rendered invalid, the remainder of this Policy shall survive.

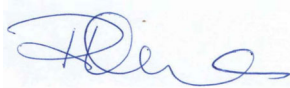
VII. Policy Review

- A. Staff shall review this Policy at least once every three (3) years to ensure that it remains relevant, appropriate, and in compliance. Any revisions or amendments to this Policy must be approved by the Board in accordance with the bylaws.

VIII. History

06/11/1993	Policy adopted by Board
11/07/2008	Revised
06/29/2018	Reviewed, no content changes required; Staff corrected section cross-references and modified format.
04/12/2019	Policy Review section amended to at least once every three years
07/12/2019	Amended to eliminate redundancy, and references to volunteers
07/08/2022	Added Law Prevails section; Increased daily meal allowance
12/08/2023	Amended SJCERA specific travel requirement; require non-executive staff follow County's travel policy
12/12/2025	Authorizes SJCERA to administer travel reimbursement; added new per diem practices.
07/10/2026	Updated per diem language and other non-substantive formatting changes

Certification of Board Adoption:



07/10/2026

Clerk of the Board

Date