

Agenda Date: March 16, 2017  
Agenda Placement: Admin.  
Estimated Time: N/A  
Continued Item: No

## Board Agenda Item

TO: Air Pollution Control District Board

FROM: Aeron Arlin Genet, Air Pollution Control Officer

CONTACT: Kristina N. Aguilar, Administrative Manager, 961-8813

SUBJECT: Authorize Administrative Manager to process APCO travel reimbursements

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### RECOMMENDATION:

Authorize the Administrative Manager to process and approve or deny all Air Pollution Control Officer (APCO) travel reimbursements according to the District's standard travel reimbursement process and procedure.

### DISCUSSION:

All District travel expense, including those of the APCO, are included in the approved budget each fiscal year. As way of processing reimbursements to staff, travel is first approved by his/her supervisor and then reimbursed once receipts are collected and reviewed. During the Fiscal Year 2015/2016 financial audit the processing of travel reimbursements for the APCO was discussed. Because the APCO does not have an on-site supervisor, in order to maintain a steady process flow, it was recommended that the Administrative Manager process these payments.

It is understood that the APCO, in the performance of his/her duties or while conducting business for the District, will require a certain amount of travel. After such travel has taken place, the APCO shall submit an itemized report of expenses and supporting receipts for review to the Administrative Manager. Once it has been deemed that all appropriate back-up documentation is present, the Administrative Manager will process the travel reimbursement. This board letter is to establish and authorize the Administrative Manager to review and process such travel reimbursements according to the standard process and procedures already in place.

### FINANCIAL IMPACT:

The District's travel expense were included in the Fiscal Year 2016-17 budget, as approved by your Board on June 16, 2016. All future travel costs for the District will be appropriated in the District's future budgets and brought back to your Board for approval.