


**STAFF REPORT AND RECOMMENDATION
MARCH 5, 2018 REGULAR BOARD MEETING**

DATE: February 27, 2018
TO: Board of Directors
FROM: Morgan Szabad, Human Resources Manager/Board Secretary 
SUBJECT: Request to Exceed Director Travel Expense Policy Limit

BACKGROUND:

The *Travel Expense and Reimbursement Policy for Members of the Board of Directors of the Big Bear City Community Services District* requires prior governing body approval for expenses that exceed the annual limits established for each Director. The Fiscal Year 2017/18 budgeted amount for each Director is \$3200.00.

Director Walsh has requested training, entitled *2018 ACWA Spring Conference & Exhibition*, that will cost \$2,010.00 to attend. He has \$1324.00 left in his FY 2017/18 training budget. This request will exceed his allotted amount by \$686.00. A breakdown of the training request costs are below.

FISCAL IMPACT:

The approximate costs associated with this training are:

Registration for Conference	\$699.00
Lodging	\$715.00
Airfare	\$300.00
Cab-fare	\$40.00
Per Diem	\$256.00

STAFF RECOMMENDATION:

Discussion and possible action to allow Director Walsh to exceed his allotted Fiscal Year 2017/18 budgeted amount of \$3200.00 by approximately \$686.00.

