

RESOLUTION NO. 2001 - 31

**AMENDING RULES AND GUIDELINES GOVERNING INCIDENTAL
EXPENSE REIMBURSEMENTS TO THE GENERAL MANAGER**

WHEREAS, Resolution No 1985-116 approved the rules and guidelines governing incidental expense reimbursement to the General Manager; and

WHEREAS, Resolutions 1988-123, 1990-26 and 1997-129 approved changes to the rules and guidelines governing incidental expense reimbursement to the General Manager; and

WHEREAS, the General Manager, in the course of transacting official business on behalf of the Greater Cleveland Regional Transit Authority, may incur incidental expenses; and

WHEREAS, the Board has determined that such incidental expenses incurred by the General Manager may be necessary to further a proper public purpose; and

WHEREAS, the Board has determined that it is in the best interest of the Authority to periodically review and amend the rules and guidelines governing incidental expense reimbursements to the General Manager.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. Hereinafter, the Rules and Guidelines Governing Incidental Expense Reimbursements to the General Manager shall be known as the Rules and Guidelines Governing Incidental Expenses for the General Manager.

Section 2. That the Rules and Guidelines Governing Incidental Expenses for the General Manager, a copy of which is attached hereto and is fully incorporated herein and made a part of this resolution, are hereby adopted as the policy of the Greater Cleveland Regional Transit Authority.

Section 3. That the Board shall determine that such incidental expenses incurred by the General Manager in the course of transacting official business are expenditures necessary to further the public purpose.

Section 4. That the total allowable incidental expenses permitted by the Rules and Guidelines shall not exceed Twenty Thousand Dollars (\$20,000.00), or the amount approved in the annual budget, on a calendar year basis.

Section 5. That the Rules and Guidelines Governing Incidental Expenses for the General Manager, as adopted by this resolution, shall be applicable only to expenses incurred by the General Manager, or an employee or Board member authorized and designated by the General Manager to incur said expenses on his behalf.

Section 6. That the General Manager may delegate the authority to incur incidental expenses permitted by the Rules and Guidelines contained herein to any other employee or Board member of the Greater Cleveland Regional Transit Authority.

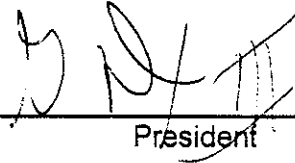
Section 7. That all expenditures made pursuant to this resolution and the Rules and Guidelines adopted herein shall be made from the General Fund of the Authority.

Section 8. That the General Manager will develop guidelines to administer the policy.

Section 9. That this resolution shall be effective immediately upon its adoption.

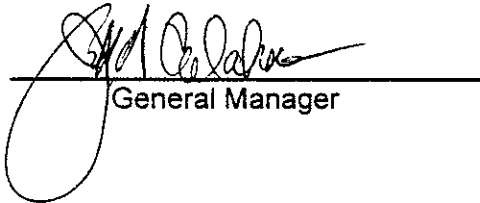
Attachment: Guidelines and Rules Governing Incidental Expenses
for the General Manager

Adopted: _____ February 27 _____, 2001



President

Attest:



General Manager

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY

RULES AND GUIDELINES GOVERNING INCIDENTAL EXPENSES FOR THE GENERAL MANAGER

These regulations apply to the incidental meeting expenses for meals, coffee, amenities, etc., as incurred by the General Manager while conducting official business.

GENERAL RULES

- a. Spending Authority. The authority to incur expenses is expressly limited to the General Manager, and/or an employee or Board member authorized and designated by the General Manager to incur said expenses on his behalf.
- b. Obligation. The General Manager while on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise.
- c. Eligible Expenses. Expenses are confined to those expenses essential to the transacting of official business. These expenses can be incurred within, or outside, Cuyahoga County. The expenses can include expenses for meetings with Authority employees and employee activities.
- d. Maximum Allowance. The maximum allowable expense reimbursement is limited to Twenty Thousand Dollars (\$20,000), or the amount approved by the Board of Trustees in the annual budget, on a calendar year basis.

ALLOWABLE EXPENSES

- a. Meals. Cost of any meals or meeting refreshments for the General Manager's business guests. This may include Authority employees and/or Board members.
- b. Taxicabs.
- c. Parking and Tolls.
- d. Telephone Calls and Postage.
- e. Rental of Equipment. Rental of temporary meeting area or rental of a temporary office facility necessary to conduct official business.
- f. Supplies.
- g. Miscellaneous. Any other expenses not listed above which are essential to the transacting of official business and employee activities.
- h. Gratuities. The prevailing hospitality rate (excluding tax).

Rules and Guidelines Governing Incidental Expense for the General Manager

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NON-ALLOWABLE EXPENSE

- a. Alcoholic beverages, entertainment.
- b. This incidental expense reimbursement procedure is not intended to supersede current guidelines for travel expense reimbursements. All travel by the General Manager is to continue to be submitted on the proper travel and expense report.
- c. Costs incurred under these guidelines relating to relatives, spouses, or any other individuals not engaged in official business are unallowable.

DELEGATION

The General Manager may delegate authority to incur incidental expenses to an employee or Board member designated by the General Manager on his behalf.