

RESOLUTION NO. 2013-65

AMENDING RULES AND GUIDELINES GOVERNING INCIDENTAL  
EXPENSES FOR THE GENERAL MANAGER

WHEREAS, Resolution No. 1985-116 approved the Rules and Guidelines Governing Incidental Expense Reimbursements to the General Manager; and

WHEREAS, Resolutions 1988-123, 1990-26, 1997-129, and 2001-31 approved changes to the Rules and Guidelines Governing Incidental Expense Reimbursements to the General Manager; and

WHEREAS, pursuant to Resolution 2001-31, the "Rules and Guidelines Governing Incidental Expense Reimbursements to the General Manager" were changed to the "Rules and Guidelines Governing Incidental Expenses for 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 it is in the best interest of the Authority to periodically review and amend the Rules and Guidelines Governing Incidental Expenses for 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. That the Rules and Guidelines Governing Incidental Expenses for the General Manager, as amended, 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 2. That the Board has determined that such incidental expenses incurred by the General Manager, in the course of transacting official business, are expenditures necessary to further the public purpose of operating a regional transit system.

Section 3. That the total allowable incidental expenses permitted by the Rules and Guidelines Governing Incidental Expenses for the General Manager shall not exceed twenty thousand dollars (\$20,000.00), or the amount approved in the annual budget, on a calendar year basis.

Section 4. 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/her behalf.

Section 5. That the General Manager may delegate the authority to incur incidental expense permitted by the Rules and Guidelines contained herein to any other employee or Board member of the Greater Cleveland Regional Transit Authority.

Section 6. 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 7. That the General Manager will develop guidelines to administer the policy.

Section 8. That this Resolution shall become effective immediately upon its adoption.

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

Adopted: July 16, 2013

  
\_\_\_\_\_  
President

Attest:   
\_\_\_\_\_  
CEO, General Manager/Secretary-Treasurer

## 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/her 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 expenses are 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 EXPENSES**

- a. Alcoholic beverages, entertainment.
- b. Costs incurred under these guidelines relating to relatives, spouses, or any other individuals not engaged in official business are unallowable.

**INTERPETATION**

This incidental expense procedure is not intended to supersede current guidelines for travel expenses. All travel by the General Manager is to continue to be submitted on the proper travel and expense report.

**DELEGATION**

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

Amended July 16, 2013



Greater Cleveland Regional Transit Authority  
**STAFF SUMMARY AND COMMENTS**

TITLE/DESCRIPTION: AMENDED GUIDELINES FOR GENERAL MANAGER EXPENSES	Resolution No.: 2013-65
	Date: July 11, 2013
	Initiator: Finance & Administration Division
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 **PURPOSE/SCOPE:** This action will amend the Rules and Guidelines Governing Incidental Expensed for the General Manager to eliminate reference to expense reimbursements.
  
- 2.0 **DESCRIPTION/JUSTIFICATION:** The Rules and Guidelines Governing Expense Reimbursements to the General Manager were last updated in 2001 pursuant to Resolution 2001-31. That resolution included changing the name of the guidelines to the Rules and Guidelines Governing Incidental Expenses for the General Manager to reflect that Authority funds may be used to pay for goods and/or services at the time that expense are incurred.  
  
 By Resolution 2001-31, the General Manager was authorized to use Authority funds for allowable incidental expenses in lieu of advancing his own funds and submitting documentation for reimbursement.  
  
 This amendment to the Rules and Guidelines Governing Incidental Expenses for the General Manager deletes all references to the word "reimbursement" to reflect the intent of the 2001 amendment.
  
- 3.0 **PROCUREMENT BACKGROUND:** Does not apply.
  
- 4.0 **AFFIRMATIVE ACTION / DBE BACKGROUND:** Does not apply.
  
- 5.0 **POLICY IMPACT:** This action updates the Rules and Guidelines Governing Incidental Expenses for the General Manager, a policy of the Greater Cleveland Regional Transit Authority.
  
- 6.0 **ECONOMIC IMPACT:** The total allowable annual incidental expenses remain the same. The total allowable expenses shall not exceed twenty thousand (\$20,000), or the amount approved in the annual budget, on a calendar year basis
  
- 7.0 **ALTERNATIVES:** Do not approve the resolution. The current Rules and Guidelines Governing Incidental Expenses for the General Manager would remain in effect.

8.0 RECOMMENDATION: It is recommended that the resolution amending the Rules and Guidelines Governing Incidental Expenses for the General Manager be approved.

9.0 ATTACHMENT: None

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.



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CEO, General Manager/Secretary -Treasurer