

WMSC R-2018-08
September 27, 2018

WASHINGTON METRORAIL SAFETY COMMISSION
777 North Capitol Street, N.E.
Washington, D.C. 20002

RESOLUTION APPROVING
THE ADOPTION OF A REIMBURSABLE EXPENSE AND
COMPENSABLE MEETING POLICY

WHEREAS, the Metrorail Safety Commission Interstate Compact, Pub.L. 115-54, 131 Stat. 1093 (Aug. 22, 2017) (“MSC Compact”), provides for reimbursement to Members and Alternate Members of certain expenses and payment of a stipend for participation in meetings to conduct the business of the Washington Metrorail Safety Commission (“MSC”); and

WHEREAS, section 13 of the MSC Compact provides “Members and Alternate Members shall be entitled to reimbursement for reasonable and necessary expenses and shall be compensated for each day spent meeting on the business of the Commission at a rate of \$200 per day or at such other rate as may be adjusted in appropriations approved by all of the Signatories.”; and

WHEREAS, the MSC seeks to define the scope of allowable reimbursement for expenses and compensable meetings as required by the MSC Compact; and

WHEREAS, the MSC seeks to establish a policy that is modeled on federal law, including, but not limited to, 2 C.F.R. Part 200; and

WHEREAS, the MSC encourages its members to use WMATA’s Metrorail system (“Metrorail”) and encourages its members to use Metrorail to further their familiarity with Metrorail; and

WHEREAS, the MSC acknowledges that ridership by its members may not be possible in all instances in order to attend MSC meetings and seeks to provide for compensation of reasonable travel costs and expenses associated with Metrorail and other modes of transportation when a location is not readily accessible by Metrorail; and

WHEREAS, the MSC’s records are governed by the Freedom of Information Act, 5 U.S.C. §§ 552(a)-(d) and (g); and

WHEREAS, documentation supporting requests by Commissioners for reimbursement of expenses must be objective and accurate, providing transparency and verifiability, while protecting personally identifiable information.

NOW, THEREFORE, BE IT RESOLVED THAT THE METRORAIL SAFETY COMMISSION Approves the attached Reimbursable Expense and Compensable Meeting Policy.

Adopted by the Metrorail Safety Commission at its meeting on September 27, 2018.

**The Washington Metrorail Safety Commission
Reimbursable Expense and Compensable Meeting Policy**

Section 1. Purpose

A. The Metrorail Safety Commission Interstate Compact, Pub.L. 115-54, 131 Stat. 1093 (Aug. 22, 2017) (“MSC Compact”), provides for reimbursement to Members and Alternate Members of certain expenses and payment of a stipend for participation in meetings to conduct the business of the Washington Metrorail Safety Commission (“MSC”).

B. Section 13 of the MSC Compact provides:

Members and Alternate Members shall be entitled to reimbursement for reasonable and necessary expenses and shall be compensated for each day spent meeting on the business of the Commission at a rate of \$200 per day or at such other rate as may be adjusted in appropriations approved by all of the Signatories.

C. This Policy defines what expenses are allowable under federal statutes and regulations, including 2 C.F.R. Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and defines a “meeting” and a “day spent meeting on the business of the Commission” to establish the criteria for the \$200 stipend. The cost principles set forth at 2 C.F.R. Part 200 may be amended from time to time, and such amendments will supersede any conflicting provisions of this Policy.

D. To maintain familiarity with WMATA’s Metrorail system (Metro), MSC Members and Alternates are generally expected to ride Metro. However, this Policy acknowledges that this may not be possible in all instances in order to attend MSC meetings, and provides for compensation of reasonable travel costs associated with Metro and other modes of transportation when a location is not readily accessible by Metro.

E. MSC’s records are subject to disclosure pursuant to the Freedom of Information Act, 5 U.S.C. §§ 552(a)-(d) and (g). Accordingly, documentation supporting requests for reimbursement of expenses must be objective and accurate. This Policy provides guidelines for submitting information that provides transparency and verifiability, while protecting personally identifiable information. MSC is not subject to state freedom of information laws.

Section 2. Definitions

A. **Day spent meeting on the business of the Commission:** For the purposes of this Policy, such a day shall consist of in-person or remote participation (i.e., via telephone or video conference) or attendance by a Member or Alternate Member on any one calendar day in (i) any public meeting or closed session of the MSC for which MSC issues a

public notice; or (ii) other meeting convened by the MSC which may include a briefing, worksession, training session, joint meeting with the WMATA Board, or other gathering of the MSC Board as a whole other than a meeting subject to public notice.

B. **Meeting:** For the purposes of this Policy, a “meeting” is not limited to the definition of a “meeting” at 5 U.S.C. 552b(a)(1), and encompasses any gathering of the whole Commission convened by the MSC to address the business of the MSC.

1. This Policy acknowledges that (a) Members and Alternate Members may expend time in advance of or following a meeting to prepare or review relevant materials; and (b) the effort associated with such activities will vary depending on the circumstances of each meeting.

Section 3. Stipend and Reimbursement

A. **Stipend:** As of the date of adoption of this Policy, each Member and Alternate Member is entitled to a stipend of \$200 for each day spent meeting on the business of the Commission. As set forth in the MSC Compact, such rate may be adjusted in accordance with an appropriation approved by all of the Signatories to the Compact. The stipend is only available in connection with (i) meetings convened by the MSC, (ii) for training sessions required for Members and Alternate Members to obtain credentials necessary to perform their MSC duties, or (iii) other business as approved by the MSC Chairman.

B. **SmarTrip Cards:** MSC will provide each Member and Alternate Member with a Metro SmarTrip farecard and will provide up to \$60 in fare value on each card each calendar month to facilitate Commissioners’ use of and familiarity with Metro. Such distribution of SmarTrip cards to Members and Alternate Members does not constitute compensation. Members and Alternate Members are encouraged to ride Metro when traveling on MSC-related business within the Metro service area if the destinations relevant to such travel are located within convenient distance of a Metro station.

C. **Reimbursement:** MSC shall reimburse Members and Alternate Members for reasonable and necessary expenses actually incurred in order to participate in (i) a meeting, or (ii) to attend training sessions within the Metro service area, whether or not such training is convened or conducted by MSC. All claims for reimbursement must be accompanied by receipts or other proof of expenditure as set forth below. Members and Alternate Members may submit receipts or other documentation of expenses in hardcopy or electronic form. Members and Alternate Members may be reimbursed only for expenses allowable pursuant to 2 C.F.R. Part 200. Such expenses include:

1. **Train or Metro fare.**

a) Copies of receipts, actual tickets, credit card statements, SmarTrip card statements, or other documents showing date, departure and destination stations, and fare are acceptable documentation of train fares.

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b) If a Member or Alternate Member incurs Metro fare costs in excess of \$60.00 in any calendar month in order to attend MSC meetings, such Member or Alternate Member is entitled to reimbursement for such personally-incurred costs in accordance with this Policy.

c) A written listing of the date and time of travel, departure and destination stations, and listing from WMATA website of applicable fare will be acceptable documentation of Metro fares. Fares between stations may be calculated at: <https://www.wmata.com/rider-guide/stations/index.cfm>.

2. Private vehicle mileage will be reimbursed in accordance with GSA reimbursement rates (\$0.545/mile as of the date of adoption of this Policy). Current GSA rates for privately-owned vehicle use are available at: <https://www.gsa.gov/travel/plan-book/transportation-airfare-rates-pov-rates-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>.

a) Members and Alternate Members need not submit odometer readings to receive reimbursement. A printout of mileage from a web-based interactive mapping utility such as Google Maps or Yahoo! Maps, with any personally identifying information concealed, will be acceptable documentation of mileage.

3. Parking.

a) Parking garage receipts will serve as acceptable documentation of parking expenses.

4. Taxi or other public-hail or ride sharing car fare.

a) Receipts will serve as acceptable documentation of taxi cab or ride sharing expenses.

b) Expenses for private transportation other than taxis or ride sharing will be reimbursed up to the prevailing taxi fare for the distance traveled.

5. Lodging and food. In extraordinary circumstances, a Member or Alternate Member may be required to stay in or near a location within the Metro service area overnight, away from his or her home, in connection with MSC business. Members and Alternate Members are entitled to reimbursement of reasonable costs actually expended for lodging, food (excluding alcoholic beverages) and incidental expenses up to an amount equal to the GSA per diem applicable to the month in which the expenses are incurred. GSA's per diem rates current as of the date of adoption of this Policy for the District of Columbia; Montgomery and Prince George's County, MD; and the cities of Alexandria, Falls Church and

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Fairfax, and Arlington and Fairfax Counties, VA, are available at:

https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup/?action=perdiems_report&state=DC&fiscal_year=2018&zip=&city=.

- a) Receipts will serve as acceptable documentation of lodging and food expenses.

D. Reimbursement procedures

1. If a Member or Alternate Member elects to submit credit card statements as proof of expenditures, such statements must (a) be redacted to remove credit card information, home address, other personally identifying information, and expenses not related to the claimed reimbursement, and (b) clearly reflect the nature, date, and cost of the claimed expense.

2. Members and Alternate Members shall submit reimbursement requests with all supporting documentation not later than the last day of the month following the month in which costs were incurred. MSC will reimburse Members and Alternate Members as soon as practicable upon receipt of a reimbursement request and will provide one reimbursement payment per calendar month.

3. Events requiring prior approval for reimbursement: From time to time, individual Members or Alternate Members, or a subset of the full MSC, may be invited to participate in events relating to transit safety. A Member or Alternate Member participating in such an event must obtain approval from the Chairman for reimbursement of expenses within a reasonable time in advance of the event.

- a) The stipend shall not apply to such events.

- b) Events for which advance approval of reimbursement will be required include:

- (1) An invited visit to another state safety oversight agency or a public transit operator other than Metro;
- (2) Speaking at a conference or similar forum to discuss the nature and function of the MSC;
- (3) An invited visit to a manufacturer or other commercial entity, and
- (4) Other events, whether organized by a public or private sector organization, to which Members and Alternate Members are invited in their capacity as MSC Commissioners.

- c) The MSC will reimburse reasonable, actually incurred expenses in connection with events to which individual Members or Alternate Members are invited only to the extent such costs are not reimbursed by the organization sponsoring the event.

4. Members and Alternate Members shall accept no stipend, honorarium, or other monetary benefit in exchange for attending or speaking at an event that is not convened by the MSC.

Section 4. Summary Chart

A. The following chart summarizes the meetings to which the stipend, reimbursement or pre-approval for reimbursement apply:

Meeting Type	Stipend	Reimbursement per Policy	Pre-approval Required for Reimbursement
MSC Public Meeting	Yes	Yes	N/A
MSC Closed Session Meeting	Yes	Yes	N/A
Other meeting of the Commission as a whole, convened by MSC	Yes	Yes	N/A
Training required for Member or Alternate Member credential necessary for MSC duties	Yes	Yes	N/A
Other business as approved by MSC Chairman	Yes	Yes	N/A
Non-required training session within Metro service area	N/A	Yes	N/A
The following events, which involve invitations to a Member or Alternate Member individually, or to a group comprising less than the whole Board, require pre-approval by the Chairman of reimbursement of expenses			
Visit to another SSOA	N/A	Yes	Yes
Visit to a public transit operator other than Metro	N/A	Yes	Yes
Speaking at a conference	N/A	Yes	Yes
Visit to a manufacturer or other commercial entity	N/A	Yes	Yes
Other events by individual invitation	N/A	Yes	Yes