

**DISTRICT OF COLUMBIA HEALTH BENEFIT EXCHANGE AUTHORITY
EXECUTIVE BOARD COMPENSATION POLICIES AND PROCEDURES**

I. INTRODUCTION AND STATEMENT OF PURPOSE

These Board of Directors Reimbursement Policies and Procedures are intended to establish standards to ensure that District of Columbia Health Benefit Exchange Authority (“Authority”) Executive Board members are reimbursed for any appropriate expenses incurred in the performance of their official duties. Under D.C. Official Code § 31-3171.05(f) Executive Board members shall not be compensation for their services but shall be reimbursed for any actual and necessary expenses they incur in the performance of their official duties.

These standards apply to Authority Executive Board members seeking reimbursement by the Authority for costs incurred in the course of performing Board duties.

II. REIMBURSABLE COSTS

Executive Board members may seek reimbursement from the Authority for the following:

- A. Actual and necessary expenses. For purpose of this policy, actual and necessary expenses mean expenses that were incurred in the performance of an Executive Board member’s official duties and are limited to expenses that are essential to the transaction of official business. There are three categories of reimbursable expenses, Local Travel, Out of City Travel and Other Expenses.

a. Local Travel

- i. Executive Board members may be reimbursed for all allowable costs incurred for Local Travel related to official duties.
- ii. Allowable costs include metro, mileage, parking, taxi cabs, tips, bike rentals and other means of transportation to and from official board activities.
- iii. For purposes of these Policies and Procedures, Local Travel includes all travel within a 50-mile radius of the District of Columbia.
- iv. Prior approval is not required for any local travel expenses.

b. Out of City Travel

- i. Executive Board members may be reimbursed for all allowable costs incurred while on Out of City travel related to official duties.
- ii. Allowable costs include travel costs, including air, train, bus, mileage, car rental costs and/or taxi cabs, accommodation costs, meals, tips, business related phone calls, faxing, Wi-Fi, and printing, and reasonable personal calls to the travel’s home.
- iii. For out of city travel meals, reimbursement will be at the lower of the actual costs incurred or per diem costs.
- iv. Prior approval is required for the out of city travel, not individual expenses related to the out of city travel.

c. Other Expenses

- i. Executive Board members may be reimbursed for other reasonable costs incurred in the performance of official business. For example, printing costs for Board meetings.
- ii. Prior approval is required for other expenses over \$50.

B. Non-reimbursable costs.

- a. No reimbursement shall be made for any costs that are not incurred in the performance of official duties.
 - i. For example, the Authority will not reimburse for travel costs related to bringing a family member on an Out of City trip, convenience items (magazines, shoe shines, medicine, toiletries, hotel movies or other entertainment, or health clubs).
- b. No reimbursement shall be made for any alcoholic beverages.
- c. No reimbursement shall be made for luxury accommodations or luxury travel arrangements.
- d. No reimbursement shall be made for travel costs incurred that are of a personal nature.
- e. No reimbursement shall be made for tips in excess of 20% of the total cost of a reimbursable bill.

III. PROCEDURES FOR SEEKING REIMBURSEMENT

Executive Board members seeking reimbursement for allowable costs must comply with the following documentation requirements to be reimbursed for any allowable costs.

- A. Executive board members must seek prior approval from the Executive Board Chair for Out of City Travel under section II(A)(b), and Other Expenses over \$50 under section II(A)(c).
- B. Executive Board members must provide the Authority with receipts for reimbursable expenses.
- C. Executive Board members must identify the date(s) on which expenses were incurred and the official activity that was being performed when costs were incurred.
- D. Executive Board members must submit all required documentation to the Authority no later than 30 days after the end of the fiscal year.
- E. The Authority will make best efforts to provide reimbursements within 90 days of receipt of a request for reimbursement.