



Board Policy No. 177

Meeting Expense Reimbursements for Accessibility Advisory Committee Members

ADOPTED: 10/1992

RECENT AMENDMENT: 6/13/2018

SEE ALSO: 251A

SUBJECT CATEGORY: SECTION 100, GOVERNANCE &
ADMINISTRATION

SUBSECTION: ADVISORY BODIES

CONTROL DEPARTMENT: DISTRICT SECRETARY, ACCESSIBLE
SERVICES

I. PURPOSE

The purpose of this policy is to set forth the types of meeting expenses for which Accessibility Advisory Committee (AAC) members may seek reimbursement during the course of their work as members of the Committee.

II. PERSONS AFFECTED

All AAC members.

III. DEFINITIONS

“**Meeting**” means any official meeting of the AAC or its sub-committees.

IV. POLICY

A. Fixed-Route Transit Pass

1. AC Transit will provide a fixed-route transit pass to all AAC members upon appointment to the Committee and attendance at their first meeting of the Committee. The transit pass is to be used to enable participation at AAC meetings, AAC subcommittee meetings, and AC Transit public hearings.
2. The transit pass may only be used by the person to which the pass has been issued.
3. The transit pass must be returned to the District immediately upon resignation from the Committee or upon notice to a Committee member that they have not been reappointed to the Committee.

B. Types of Expenses that are Reimbursable

1. AC Transit will reimburse AAC members for the following types of expenses when incurred in conjunction with the activities listed in IV.A.1 above:
 - a. Interpreters (disability-related)

- b. Readers (disability related)
 - c. Miscellaneous expenses that are directly related to Committee business that are pre-approved by the General Manager prior to incurring the expense.
2. The rate of payment for a reimbursable expense must not exceed the lesser of the following limits: 1) the normal service rates in the general community, or 2) the limits established below. Exceeding either of these limits is grounds for denying the reimbursement request.
 - a. Interpreters: Market rate.

C. Reimbursement Procedure

1. Procedures for authorization and reimbursement of expenses provided under this policy must be consistent with Administrative Regulation 251A and within the budgetary amounts established for Accessible Services Department.

D. Review

1. The Board of Directors, on a quarterly basis, shall review a summary of expenses reimbursed under this policy. This information may be included in the General Manager's Quarterly Report.