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AUGUST 24, 2015

AGENDA ITEM 03  
ACTION ITEM

CALIFORNIA SECURE CHOICE RETIREMENT SAVINGS INVESTMENT BOARD

*Revision to California Secure Choice Retirement Savings Investment Board Travel Policy*

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***Presenter***

Christina Elliott

***Background***

At the September 2014 California Secure Choice Retirement Savings Investment Board (Board) meeting, the Board adopted the following policy with respect to travel:

With the exception of travel to and from publicly noticed meetings of the California Secure Choice Retirement Savings Investment Board, all travel concerning the Board member's or staff's role as a California Secure Choice Retirement Savings Investment Board member or staff must be approved in advance by the Board. Requests for travel that would occur before the next scheduled Board meeting may be approved by the chair and reported to the Board at the next Board meeting.

In an effort to make travel approval more efficient, staff is recommending the Board revise the travel policy to grant the Acting Executive Director authority to approve travel costing up to \$500.

***Staff Recommendation***

Secure Choice staff recommends the Board adopt the following revised policy with respect to travel:

With the exception of travel to and from publicly noticed meetings of the California Secure Choice Retirement Savings Investment Board, all travel concerning the Board member's or staff's role as a California Secure Choice Retirement Savings Investment Board member or staff exceeding costs of \$500 per travel event must be approved in advance by the Board. Requests for travel that would occur before the next scheduled Board meeting may be approved by the chair and reported to the Board at the next Board meeting.