



## **Mendocino County Tourism Commission Executive Director Travel Policy – DRAFT**

It is the intent that the Mendocino County Tourism Commission Executive Director (ED) travel throughout the county and in-state and meet with stakeholders & industry on a regular basis within the scope of her/his position. It is also the intent of the ED to be mindful of the budget and make all efforts possible in capitalizing on scheduling multiple meetings/events (if possible) when traveling in-county or in-state.

The Mendocino County Tourism Commission is obligated under both California Labor Laws as well as its own travel policy to provide mileage reimbursement and other related expenses for travel directly related to the position of the executive director. Those meetings & events can include, but are not limited to:

- One on one stakeholder meetings
- City Council Meetings (in-county only)
- Mendocino County Board of Supervisor Meetings
- Chamber of Commerce Meetings (in-county only)
- MCTC Committee Meetings
- Travel Industry Meetings & Educational Events
- Organizational Meetings that Directly Impact MCTC (in-county & in-state)
- Other in-county/in-state networking events recommended and/or required by the board of directors

Other types of events and festivals (both in-county & in-state) to where the visibility of the ED is important, but not crucial to her/his role will be subject to a personal investment by the ED. These types of voluntary events include, but are not limited to:

- City Festivals (in-county only)
- Food & Wine Events (in-county only)
- Community Events (in-county only)
- Community Breakfasts, Lunches or Dinners
- Community Fundraising Events
- Educational events not related to the business of MCTC
- Organizational Meetings that do not Directly Impact MCTC

These types of voluntary events would require the discretion, plus a personal investment from the ED, if an admission or gate fee are present and if in-county/in-state travel is involved.

If a fee is assessed for the meeting or event, MCTC would pay the full amount and invoice the ED 50% of the total cost. This policy would also provide a 50% mileage reimbursement to the ED from the MCTC budget for these types of events.

For these types of events, the MCTC ED will provide a monthly reporting to the full board of directors.