

## EAST BAY DRAYAGE DRIVERS SECURITY FUND

### Guidelines for Reimbursement of Trustee Expenses

#### 1. General Intent of these Guidelines

The Board of Trustees of the East Bay Drayage Drivers Security Fund (the "Fund") recognize that it is their duty and responsibility to attend Trustee meetings and other meetings directly related to the operation of the Fund and during which it is intended that Fund business will be discussed (collectively referred to as "Meetings").

The Trustees also recognize that their continuing education is necessary to remain informed about their duties and responsibilities under ERISA and other laws affecting the Fund. By attending educational conferences, the Trustees enhance their fiduciary and other Fund-related capabilities and skills and remain informed about current legislative and regulatory developments under ERISA and other laws affecting the Fund, employee benefit plan administration, and economic and investment matters (collectively referred to as "Educational Conferences").

Attendance of Trust Meetings and Educational Conferences shall, collectively, be referred to in this policy as "Trust Business."

#### 2. General Rule

Trustees shall be reimbursed for direct expenses properly and actually incurred in the performance of their duties with respect to the Trust. Expenses subject to reimbursement by others, including but not limited to a Trustee's employer, shall not be reimbursable by the Trust.

#### 3. Attendance at Educational Conferences

- a. **Number of Educational Conferences:** Each Trustee may attend, at the Fund's expense, no more than two Educational Conference during any single calendar year. Trustees may attend only those Educational Conferences that are of a nature beneficial to Trustees in the performance of their responsibilities. Educational Conferences may be attended only at locations in North America. If an Educational Conference is offered in more than one location, the Trustee should endeavor to attend either the conference closest to his or her home or the conference conducted at the location that will generate the least travel expenses.
- b. **Registration Fees:** Trustees will be reimbursed for all reasonable Educational Conference registration, program materials, and related fees that they are required to pay by the program sponsor.
- c. **Certificate of Attendance:** Trustees attending any Educational Conference on behalf of the Fund must make all reasonable efforts to procure a certificate of attendance unless the event's sponsor does not issue such a certificate or the

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Trustee is unable to obtain one because he or she is required to leave the Educational Conference early due to exigent circumstances. A copy of such certificate must be presented to the Administrative Manager, along with the Trustee's other reimbursement documentation.

**4. Travel Expenses**

- a. Air Transportation and Related Costs:** Trustees shall be reimbursed for their cost of airline tickets when traveling on Trust Business plus reasonable expenses incurred for getting to and from airports (taxi or airport bus, or, rental car, personal car at the current IRS allowable mileage). Exception – for flights under four hours, full fare coach (“Class L”) is the maximum rate allowed. Trustees will be reimbursed upon the submission of proper original (or, where applicable, copies of electronic) receipts, for air transportation. When possible, the Trustees should endeavor to purchase tickets sufficiently in advance of the actual travel date in order to obtain the lowest airfare possible, although these Guidelines recognize that it will not always be practicable to do so.
- b. Ground Transportation and Related Costs:** In lieu of air travel, a Trustee may elect to be reimbursed for the reasonable cost of travel by train, bus, or personal or rental automobile. In no case may the total cost of train, bus, or automobile travel exceed the cost of a single roundtrip airline ticket to the applicable location (this limitation shall not apply if the applicable location is within 250 miles of the Trustee's home). The Fund will only reimburse the reasonable cost of ground transportation calculated with reference to the most direct route between the point of origin and final destination. Trustees will be reimbursed upon the submission of proper original (or, where applicable, copies of electronic) receipts, for ground transportation. The Fund will not reimburse a Trustee for, and is not liable for, traffic citations (whether for parking or moving violations), personal injuries (to the Trustee or to a third party) or property damage, etc., as a result of the Trustee's use of a personal or rental automobile. The use of a personal or rental automobile in lieu of air travel shall be subject to the following additional guidelines:
- (1) Use of Personal Automobile: If a Trustee elects to travel on Trust Business by use of his or her personal automobile, the Fund will reimburse the Trustee (for gasoline, mileage, insurance, wear and tear, etc.) at the prevailing mileage rate approved by the Internal Revenue Service for the reimbursement of automobile travel expenses, plus any properly receipted tolls and parking expenses.
- (2) Use of Rental Automobile: An automobile rental generally will be considered reasonably necessary if, for example, there is significant distance between the airport, bus or train station and the location of the lodging and/or between the lodging and the location of the Meeting or Educational Conference such that local transportation by rental automobile (including the cost of associated charges, such as fuel and parking), would not be materially more costly

than traveling by taxi, car or van service, or similar form of non-luxury transportation. If a Trustee elects to travel on Trust Business to a location by rental automobile, the Fund will reimburse the Trustee for the actual and reasonable daily rental cost (including the cost of collision damage waiver), plus any properly receipted fuel, taxes, tolls, and parking expenses, incurred while in transit to and from the applicable location and while in attendance at the Meeting or Educational Conference.

**5. Lodging**

Trustees shall be reimbursed for hotel or motel expenses actually incurred while attending Trust Meetings and Educational Conferences at a rate not exceeding the rate negotiated by the Fund with such hotel or motel. Trustees shall be reimbursed for hotel or motel expenses actually incurred while attending Educational Conferences at a rate not exceeding the rate negotiated by the Conference sponsor with such hotel or motel. Reimbursement generally will be limited to the cost of lodging (and related expenses) only for the number of days that a Trustee is actually attending the Meeting or Educational Conference, including the night before the start and the night after the end of the Meeting or Conference where the start time or end time of the Meeting or Conference reasonably requires such an extended stay.

**6. Meals and Miscellaneous Expenses**

Trustees shall be reimbursed for the reasonable cost of meals, beverages, tips and other reasonable expenses actually incurred while on Trust Business upon submission of itemized receipts identifying the person or persons present.

Daily reimbursable expenses will not include the cost of entertainment or personal expenses, such as golf, tennis, tickets to sporting, theater, or similar events, dry cleaning or laundry (except in a reasonably unexpected emergency), shoe shines, newspapers, gym usage, spa fees, gift shop purchases, or in-room movies. Generally, the Fund will not reimburse for the cost of alcoholic beverages alone. However, reimbursement will be permitted for reasonably priced wine or other alcoholic beverages served with meals. The Fund will not reimburse under these Guidelines any expense for (or incurred as a result of the attendance of) someone other than the Trustees (*e.g.*, spouse, significant other, child, or other guest of the Trustee).

**7. Reporting**

Application for reimbursement of expenses shall be made on the prescribed form and filed with the Administrative Manager within 30 days after the expense is incurred. Copies of airline ticket, motel and hotel bills and itemized receipts for any single item of \$25 or more shall be attached to the form. All expenses should be itemized on a daily basis. Any expense of less than \$25 submitted without a receipt shall require the itemization of expenses incurred.

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**8. Trustee Expense Authority**

Trustee expense submissions shall be reviewed by a subcommittee to be named by the Board of one Employer Trustee and one Union Trustee, which shall meet periodically to review all expense submissions prior to payment. If the subcommittee cannot agree on a matter concerning application of these Guidelines the subcommittee shall submit the matter to the Board of Trustees for resolution.

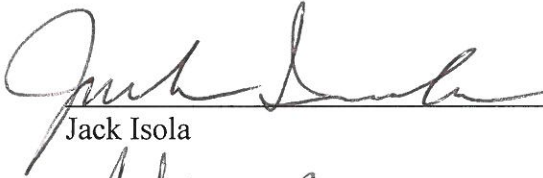
\* \* \*

Duly adopted by the Board of Trustees of the Fund, effective as of this 7th day of December, 2012.

**EMPLOYER TRUSTEES:**



Denise Gasti



Jack Isola

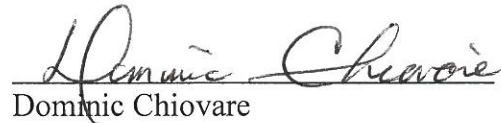


Richard Murphy



Richard Valle

**UNION TRUSTEES:**



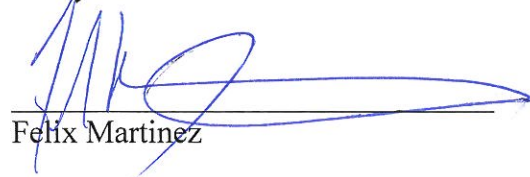
Dominic Chiovare



Rob Dias



Marty Frates



Felix Martinez