

**RESOLUTION NO. 2024-08  
OF THE FRONT RANGE PASSENGER RAIL DISTRICT  
ADOPTING AN UPDATED REIMBURSEMENT POLICY**

WHEREAS, pursuant to Section 32-22-101, *et. seq.*, C.R.S. (the “Act”), the Front Range Passenger Rail District (the “District”) was established as a body politic and corporate and a political subdivision of the state to research, develop, construct, operate, and maintain an interconnected passenger rail system within the front range that is competitive in terms of travel time for comparable trips with other modes of surface transportation; and

WHEREAS, Section 32-22-105(2)(d), C.R.S. authorizes the Board of Directors of the District (the “Board”) to pass resolutions necessary for the government and management of the affairs of the District and the execution of the District’s powers and duties; and

WHEREAS, Bylaw III-1F authorizes the General Manager of the District to supervise over the administration of the affairs and all business of the District; and

WHEREAS, the Board previously approved Resolution No. 2023-03 at its February 24, 2023, Board of Directors meeting, which authorized the District to reimburse Directors and employees of the District for their necessary driving and lodging expenses, while traveling on District business, in accordance with U.S. Internal Revenue Service and U.S. General Services Administration standards; and

WHEREAS, the Board now desires to additionally authorize, but not require, the reimbursement of additional categories of expenses incurred by Directors and employees of the District, including meals, while traveling on District business; and

WHEREAS, the Board has further determined that it is more efficient for the General Manager to, from time to time, modify the reimbursement practices and procedures of the District without seeking approval for such modifications from the Board; and

WHEREAS, the General Manager of the District has prepared reimbursement practices and procedures, consistent with this policy, which are to be applicable to all Directors and employees of the District (the “Reimbursement Procedures”), attached hereto as **Exhibit A**.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Front Range Passenger Rail District that the Board of Directors hereby adopts this update to its policy authorizing the reimbursement of expenses of the Directors and employees of the District; authorizes the General Manager to implement the Reimbursement Procedures consistent herewith; and authorizes the General Manager to modify the Reimbursement Procedures from time to time as the General Manager determines to be necessary or prudent, provided that such updates shall at all times be consistent with this policy, and further provided that the General

Manager shall report all such updates to the Board upon their implementation, and no less than annually.

APPROVED this 26th day of April 2024.

  
\_\_\_\_\_  
Chair

ATTEST:

  
\_\_\_\_\_  
Secretary

**EXHIBIT A**  
**REIMBURSEMENT PROCEDURES**

# FRONT RANGE PASSENGER RAIL DISTRICT DIRECTOR REIMBURSEMENT PROCEDURE

## OVERVIEW

The Front Range Passenger Rail District (District) Director Reimbursement Procedure sets limits on expenses and allowable reimbursements, while solidifying the criteria and reimbursement process for expenses incurred as part of District activities. Board Directors are eligible for reimbursement for reasonable expenses incurred through official District business, i.e. for Board meetings, workshops, and retreats. These funds are not intended to be used for special projects or initiatives undertaken by individual Directors.

It is anticipated that this policy will be updated in the future, most notably after a successful ballot initiative.

## ELIGIBLE EXPENSES

Eligible Director reimbursements:

1. Meals up to \$30/day, if the District is not providing a meal at an in-person Board meeting, workshop, or retreat.
2. Mileage for travel to and from Board meetings, workshops, or retreats. Mileage will be reimbursed at the U.S. Internal Revenue Service rate. General Services Administration (GSA) rate.
3. Lodging for multi-day Board events (i.e. annual retreat). Lodging will be reimbursed at the U.S. General Services Administration (GSA) rate. GSA rates are determined by the county where the hotel is located, not the county of the Directors' residence.

Non-eligible Director reimbursements:

1. Alcohol
2. Internet
3. Conference fees
4. Lodging for non-local District meetings
5. Flights for conferences or non-local District meetings
6. Cellphone plans
4. Meals over \$30/day

## REIMBURSEMENT PROCESS

1. Enter all expenses into the [expense report](#).
2. Submit the expense report and receipts within 30 days of purchase to [Board@frprdistrict.com](mailto:Board@frprdistrict.com).
3. Following the General Manager's review, expenses submitted to the accountant for reimbursement.
4. Reimbursements are processed on the 1<sup>st</sup> and 15<sup>th</sup> of each month. Reimbursements will be paid through direct deposit.