

May 19, 2025

TO: RAILS Board Policy Committee

FROM: Monica Harris, Executive Director

SUBJECT: Unfinished Business: Travel Policies

After our April meeting, the RAILS team investigated another RAILS Travel Policy that hadn't been updated since 2013, the Employee Travel Policy. This policy was not part of the Handbook, and included detailed procedural information in addition to more general travel policy information.

We are including in your packet three policies related to travel:

1. Travel Policy – This is the policy that is included in the Handbook, and which you originally reviewed in April. Since then, our Finance team has reviewed the Employee Travel Policy (mentioned above) and incorporated items that they consider integral to RAILS fiscal policy related to travel. They have also offered updates related to items that may have come up since 2013 (AirBnB, train travel, tip guidelines, etc.). Please add any comments or questions to Stacy as they relate to the Travel Policy. We anticipate that these changes are significant enough that we will need to bring to Executive Team and legal before it is ready to approve. We will revisit this in August after incorporating your changes.
2. Employee Travel Policy – We wanted to include this as an opportunity for you to review what is now incorporated into the Handbook Travel Policy. Eventually we would like to remove this policy as duplicative, but we recommend waiting until the updated policy and Handbook are approved.
3. Fiscal Accountability – We are recommending changes that are being made concurrently with the Travel Policy. We don't recommend approving until Travel is finished, so we can revisit in August.

We appreciate your thoughts and thank you for bearing with us in navigating the complexity here!