BOARD OF DIRECTORS
MARYLAND ENVIRONMENTAL SERVICE
RESOLUTION
20-10-2R

A RESOLUTION

Authorizing the Director of the Maryland Environmental Service ("Service") to be reimbursed for certain business expenses.

R E C I T A L S

The Service was created by, exists under, and exercises the powers contained in Sections 3-101 to 3-130, inclusive, of the Natural Resources Article of the Annotated Code of Maryland (the "Act"). Section 3-103(c)(1) of the Act provides the following:

> The Director is both the administrative head of the Service and the presiding officer of the Board [of Directors]. The Director is directly responsible to the Board and shall advise the Board on all matters assigned to the Service. The Director shall carry out the Board's policies related to the Service. He is responsible for the exercise of all powers and duties conferred upon the Service by the provisions of this subtitle except for those powers and duties conferred by this subtitle on the Secretary, Treasurer, or Board.

Pursuant to Section 3-103(b)(1) of the Act, the Director of the Service shall receive such compensation as may be determined by the Board of Directors of the Service. The Board recognizes that in performing his duties under the Act the Director may incur business expenses for which the Service should reimburse the Director. The purpose of this Resolution is to set forth procedures by which the Director shall be reimbursed for expenses incurred in the performance of his duties under the Act, and to report those expenses to the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MARYLAND ENVIRONMENTAL SERVICE, THAT:

1. The Director is authorized to incur reasonable expenses in performing his duties under the Act.

2. Prior to incurring any expense related to travel outside of Maryland the Director shall notify the Board of his intentions to undertake such travel. When traveling on official business the

Director is expected to exercise the same care incurring expenses as would a prudent person traveling for personal reasons. Travel for business should be conducted at a minimum cost for achieving the success of the mission. The Director shall request reservations as far in advance as possible and shall utilize the lowest logical air/rail fares available. The Director may utilize business class when traveling to destinations outside North America, the Caribbean Islands, and the Hawaiian Islands. Travel in first class is not allowable unless documented evidence clearly indicates the travel is in the best interest of the Service. The Director may accept promotional awards if they are obtained under the same conditions as those offered to the general public, provided that participation in such programs results in no additional cost to the Service. If the Director receives compensation for being bumped from a flight while on travel status the Director shall remit that compensation to the Service. Baltimore/Washington International Thurgood Marshall Airport, as the State's preferred airport, should be used whenever convenient and cost effective.

3. The Service shall reimburse the Director for travel expenses as permitted in COMAR 23.02.01.12. and this Resolution.

4. The Service may reimburse the Director for other reasonable non-travel business expenses that the Director may incur including, by way of example, conference registrations, short-term training programs, office supplies, and reasonable business meals involving client development or personnel recruitment. In no event will the Service reimburse the Director for any purchase of alcoholic beverages.

5. The Director shall submit requests for reimbursement to the Service within 30 days of incurring each expense. All reimbursement request shall include legible detailed receipts describing the purchase for which the reimbursement is requested. The Director shall submit reimbursement requests in the paper or electronic format designated by the Managing Director of Finance for the Service. In submitting a request for reimbursement of expenses the Director shall certify that the request is a true and accurate business expense.

6. The Director’s requests for reimbursement of expenses shall be reviewed by the Managing Director of Finance and the agency internal auditor. The Director may not be reimbursed for an expense until the request is approved by the Managing Director of Finance.

7. At least 3 business days prior to each scheduled monthly meeting of the Board the Managing Director of Finance shall submit to the Treasurer of the Service, or to any other

Board member designated by the Board, a written report detailing the Director's expenses for the previous reporting period. The Director and the Managing Director of Finance shall each promptly respond to any questions submitted by the Treasurer or other Board member regarding the written report. The Treasurer or other Board member shall present the written report to the Board at the meeting immediately following the date when the written report is provided to the Treasurer or other Board member.

ADOPTED, this 22nd Day of October, 2020

SEAL

MARYLAND ENVIRONMENTAL SERVICE

BY: Charles Glass
CHARLES GLASS, Ph.D., ACTING DIRECTOR

BY: Frederic N. Smalkin
FREDERICK N. SMALKIN, SECRETARY