

# **TRAVEL EXPENSE LIMITATION POLICY;** **BOARD COMPENSATION**

- 1.0 **PURPOSE:** To provide policy and procedures for the reimbursement of travel expenditures incurred by members of the Board of Directors (“Director” or “Directors”), the General Manager and District Employees while on District authorized business trips or at approved meetings. The policy also includes a policy statement related to Board Director compensation, consistent with state law.
- 2.0 **TRAVEL ELIGIBILITY:**
- 2.1 **General.** All travel shall be planned in the most economical way.
- 2.2 Board of Directors, General Manager and District Employees
- 2.2.1 **Budgeted.** Board Directors, the General Manager and District Employees may attend conferences, meetings, training, institutes, seminars, regional, state and local governmental groups and committees subject to available funding as approved by the Board of Directors in the District budget.
- 2.2.2 **Unbudgeted Travel.** Travel by a Director, the General Manager or District employee for which funding is not available in the District budget requires prior approval of the Board of Directors.
- 2.3 **Expenses Eligible for Reimbursement.**
- 2.3.1 **Reporting Requirements**
- a. Board Directors, the General Manager and District employees will be reimbursed for travel expenses consistent with District policy.
- b. Directors are required by California Government Code Section 53232.3 to provide a brief oral or written report to the Board at the first meeting following the incurrence of a reimbursed expense.
- 2.3.2 **Transportation.**
- a. **Mileage Expense.** Mileage reimbursement shall follow the rate per mile established by the IRS.
- b. **Parking and Bridge Toll Expense.** When necessary, parking or bridge tolls shall be reimbursed at actual cost. Receipts are required, if available.
- c. **Public Transportation.** Use of public transportation when required shall be coach or economy class only. Receipts are required.

### 2.3.2 Meals.

- a. While attending District functions or training the actual cost of meals shall be reimbursed in accordance with Attachment A. Receipts are required, itemized if available.
- b. The actual cost of meals incurred during business luncheons, meetings, seminars, training or while on promotional tours that exceed the maximum daily allowance, as specified in Attachment A, must be approved by the Board of Directors.
- c. **EXCEPTION** When attending a conference, seminar, training or meeting held in an area where meal expenses are customarily more than the maximum daily allowance.

2.3.4 Lodging. The actual cost of single room occupancy shall be reimbursed up to a maximum per day in accordance with attachment A. Receipts are required.

- a. **EXCEPTION** In some major cities, the limitation amount may be too low. Upon approval by the General Manager the limitation may be increased to a level of "reasonable and customary" for such a city.
- b. **EXCEPTION** When attending a conference , seminar or training held in a particular hotel where rates are more than the maximum and convenient alternative lodging under the maximum is not available or appropriate.

2.3.5 Conference Registration. The actual cost of registration, including meals if applicable, shall be reimbursed. Receipts are required.

2.3.6 Other Expenses. Other expenses incurred as a direct result of the trip may be eligible for reimbursement at actual cost. The Board President will approve such expenses submitted by the Board, and the General Manager will approve such expenses submitted by District employees. Receipts are required.

### 3.0 INELIGIBLE EXPENSES:

- 3.1 Personal Expenses. The cost of personal items, including entertainment (i.e. in room movies) and alcohol, is ineligible for reimbursement.
- 3.2 Other Family Members. The cost of providing transportation, meals, lodging, etc., for a spouse or other family member(s) while traveling on official District business is ineligible for reimbursement.
- 3.3 Unreasonable Expenditures. The amount by which other eligible expenditures exceed limits herein established shall be deemed unreasonable and ineligible for full reimbursement. It is the responsibility of every District employee, the General Manager or Board Director to use good judgement when incurring expenditures while traveling on District business.

#### 4.0 ADVANCE REGISTRATION AND CASH ADVANCES:

- 4.1 Advance Registration. For most seminars, conferences, training, etc., it is desirable to register in advance. Staff shall be responsible for making advance registrations upon receipt of an approved travel request.
- 4.2 Cash Advance. A cash advance in an amount per day in accordance with Attachment A may be made at the request of the employee or Director when traveling overnight. A request for a cash advance must be made to the Finance Director at least two (2) working days prior to the day of departure. Cash advances will be deducted from the total reimbursement claim by the General Manager, District employee or Board Director and such reimbursement claim must be submitted within five (5) working days of the employees or Directors return.

#### 5.0 REIMBURSEMENT PROCEDURE:

- 5.1 Claim Form. A "Travel Reimbursement Claim" form must be completed and submitted, to the Finance Director within thirty (30) days of return from trip.
- 5.2 Approval. Travel expense reimbursement claims shall be submitted to the Board of Directors for approval monthly on the Claim Summary.
- 5.3 Record Keeping. The Accounting Department shall maintain as a public record the travel expense claims for all Board Directors, the General Manager and District employees.

#### 6.0 BOARD OF DIRECTORS COMPENSATION:

- 6.1 Compensation for members of the Board of Directors shall be in accordance with §30507 of the California Water Code as follows:
  - 6.1.1: Each director shall receive compensation in an amount not to exceed one hundred dollars (\$100) per day for each day's attendance at meetings of the board or for each day's service rendered as a director by request of the board, not exceeding a total of six days in any calendar month, together with any expenses incurred in the performance of his or her duties required or authorized by the board. For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code. Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code. [California Water Code §30507]

ATTACHMENT A

TRAVEL EXPENSE, ELIGIBILITY LIMITS

Mileage: Allowance rate shall be the mileage reimbursement rate as determined by Internal Revenue Service, and shall be reimbursed per mile travelled.

Meals: \$60.00 maximum per day  
15% gratuity allowed in addition

Lodging: \$225.00 major city or published conference rate

Lodging for a one day conference/meeting shall be limited to one (1) night unless there are extenuating circumstances.

Cash Advance: As required.