

SADDLE CREEK COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Travel Expense Limitation
POLICY NUMBER: 3030
ADOPTED:
AMENDED:

3030.1. PURPOSE: To provide policy and procedures for the reimbursement of travel expenditures incurred by Directors, employees and contract employees while on District authorized business trips or at approved meetings.

3030.2. TRAVEL ELIGIBILITY:

3030.2.1. General. All travel shall be planned in the most economical way.

3030.2.2. Travel Approval:

3030.2.2.1. Budgeted. The budget shall contain a line item for Director, General Manager and Staff training and conferences. The travel expense to attend conventions, conferences, training seminars and similar meetings shall be kept to an absolute minimum and shall be limited to funds budgeted for such purpose. No more than two directors shall attend any single event unless separately approved by the Board of Directors. It is the intent of this Board to rotate attendance at such events among the Directors to the extent requested and feasible, with priority given to Board members serving in an official capacity on committees or task forces of the associations to which the District belongs. All Board member travel shall be approved by the Board of Directors on the Consent section of a meeting agenda. The Board President may give approval if time does not permit full Board approval

3030.2.2.2. Unbudgeted. When the amount budgeted for travel expenses is exceeded for the budget year, or the event proposed to be attended was not contemplated at budget preparation time, then any associated travel expense reimbursement requires prior approval of the Board of Directors.

3030.2.3. Expenses Eligible for Reimbursement:

3030.2.3.1. Conference Limitation and Reporting Requirement

3030.2.3.1.1. Subject to the above budget limitations, Board members will be reimbursed expenses for up to two multi-day conferences/seminars per calendar year including the annual California Special District Association (CSDA) conference.

3030.2.3.1.2. 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.

3030.2.3.1.3. Staff travel shall be limited to that necessary for achieving the certifications and education necessary to competently perform the job requirements, as recommended by the Site Manager or his/her designee and approved by the General Manager.

3030.2.3.2. Transportation

3030.2.3.2.1. Mileage Expense. If a District vehicle is not available, use of a private vehicle must be authorized by the General Manager or President of the Board. Mileage reimbursement shall follow the rate per mile established by the IRS.

3030.2.3.2.2. Parking and Bridge Toll Expense. When necessary, parking or bridge tolls shall be reimbursed at actual cost. Receipts are required.

3030.2.3.2.3. Public Transportation. Use of public transportation when required shall be coach or economy class only. Receipts are required.

3030.2.3.2.4. Meals

3030.2.3.2.4.1. While attending approved District functions, the actual cost of meals shall be reimbursed up to a maximum per day in accordance with Attachment A. Receipts are required.

3030.2.3.2.4.2. The actual cost of meals incurred during business luncheons, meetings, seminars or while on promotional tours that exceed the maximum daily allowance, as specified in Attachment A, must be approved by the Board of Directors.

EXCEPTION - When attending a conference, seminar or meeting held in an area where meal expenses are customarily more than the maximum daily allowance.

3030.2.3.2.5. 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.

EXCEPTION In some major cities, the limitation amount may be too low. Upon approval by the General Manager or Board President before departure, the limitation may be increased to a level of "reasonable and customary" for such a city.

EXCEPTION When attending a conference or seminar held in a particular hotel where rates are more than the maximum and convenient alternative lodging under the maximum is not available or appropriate.

3030.2.3.2.6. Conference Registration. The actual cost of registration, including meals if applicable, shall be reimbursed. Receipts are required.

3030.2.3.2.7. Other Expenses. Other expenses incurred as a direct result of the trip may be eligible for reimbursement at actual cost. Receipts are required.

3030.3. INELIGIBLE EXPENSES:

3030.3.1. Personal Expenses. The cost of personal items, including entertainment (i.e. in room movies) and alcohol, is ineligible.

3030.3.2. Other Family Members and Non District Employees. The cost of providing transportation, meals, lodging, etc., for a spouse, other family member(s) or non-District employee while traveling on official District business is ineligible.

EXCEPTION The General Manager may authorize the purchase of an occasional business related meal for non-District employees, within the limits of Exhibit A, when the employee seeking

reimbursement is conducting a working meal with others and the intent of the meal purchase is to produce a positive outcome for the District.

3030.3.3. Unreasonable Expenditures. The amount by which other eligible expenditures exceed limits herein established shall be deemed unreasonable and ineligible. It is the responsibility of every employee or Director to use good judgment when incurring expenditures while traveling on District business.

3030.4. ADVANCE REGISTRATION AND CASH ADVANCES:

3030.4.1. Advance Registration. For most seminars, conferences, etc., it is desirable to register in advance. Staff shall be responsible for making advance registrations upon receipt of an approved travel request.

3030.4.2. 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 General Manager at least seven (7) working days prior to the day of departure. Cash advances will be deducted from the total reimbursement claim by the District employee or Director and such reimbursement claim must be submitted within five (5) working days of the employees or Directors return.

3030.5. REIMBURSEMENT PROCEDURE:

3030.5.1. Claim Form. A "Travel Reimbursement Claim" form must be completed and submitted, to the Bookkeeper within fifteen (15) days of return from trip.

3030.5.2. Approval. Travel expense reimbursement claims shall be submitted to the Board of Directors for approval monthly with the monthly bills.

3030.5.3. Record Keeping. The Secretary of the Board shall maintain as a public record a separate file, by year, containing the approved travel expense claims for all Board members and the General Manager.

ATTACHMENT A

TRAVEL EXPENSE, ELIGIBILITY LIMITS

Mileage: Allowance determined by Internal Revenue Service, per mile

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

Lodging: \$175.00 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.

Mileage Guidelines: Person to be reimbursed shall document the actual miles driven to and from the event and reimbursement shall be provided for the lesser of:

- a) As determined by internet map search, the round trip mileage from the District office to the event and back to the District office, or
- b) The mileage documented by the person to be reimbursed