

MARINA COAST WATER DISTRICT



EXPENSE REIMBURSEMENT & TRAVEL POLICY



MARCH 2017

Marina Coast Water District
Expense Reimbursement and Travel Policy

**SECTION I
EXPENSE REIMBURSEMENT POLICY**

Table of Contents	Page
1. PURPOSE	1
2. SCOPE	1
3. APPROVAL	1
4. AUTHORIZED EXPENSES	1
5. UNAUTHORIZED EXPENSES	2
6. REIMBURSEMENT PROCESS	3
7. VIOLATION OF POLICY	3
8. CONFLICT WITH POLICY GUIDELINES	4

**SECTION II
TRAVEL POLICY**

1. PURPOSE	5
2. SCOPE	5
3. DEFINITIONS	5
4. AUTHORIZATION TO TRAVEL	6
A. General Conditions	6
B. In-District Travel	6
C. Out-of-District Travel	6
D. Travel Requests	6
5. TRAVEL EXPENSES	7
A. General Conditions	7
B. Transportation Expenses	8
C. Meal Expenses	11
D. Lodging Expenses	12
E. Registration Fees	14
F. Other Travel Expenses	14
6. EXPENSE REIMBURSEMENT PROCEDURES	14
A. Prepaid Vendor Claims	14
B. Travel Expense Reimbursement Claims	15
C. Mileage Reimbursement Claims	15
D. Reimbursement by Outside Source	15
E. Late Claims	16
7. INTERPRETATIONS	16
8. EXCEPTIONS	16
9. CONFLICT WITH POLICY GUIDELINES	16

Note: Appendix A was eliminated by the IRS and replaced by the U.S. General Services Administration's website - www.gsa.gov/portal/category/21287

SECTION I

EXPENSE REIMBURSEMENT POLICY

The District recognizes the value of attending professional conferences, meetings, seminars, hearings or institutes and provides travel funds for the District's Directors, ~~volunteers~~ and employees. District Directors, ~~volunteers~~, and employees shall be entitled to reimbursement for their reasonable expenses that are legally authorized and necessarily incurred for travel, meals, lodging and other actual and necessary expenses associated with attending such events provided they comply with this policy's procedures.

1. Purpose: The purpose of this policy is to comply with California AB 1234 by defining reimbursable expenses and the manner in which the District's Directors, ~~volunteers~~ and staff may be reimbursed for expenditures relating to District business.

2. Scope: The scope of this policy applies to all Directors, ~~volunteers~~, and District staff and is intended to result in no personal gain or loss to a Director, volunteer or employee.

3. Approval:

A. Board of Directors: – Directors may schedule to attend, on behalf of the District, such educational programs, conferences, and meetings to the extent funds are allocated in annual budgets. Attendance will be scheduled through the Secretary of the Board. The General Manager will from time to time provide the Board lists of such conferences or meetings so that the Board may consider individual or collective attendance with local locations preferred over out-of-town.

B. Employees: -- The General Manager shall determine whether attendance by District staff at conferences or professional meetings is in the best interest of the District and eligible for reimbursement of expenses under this policy. Any questions regarding the propriety of a particular type of expense should always be resolved before the expense is incurred

4. Authorized Expenses:

A. Board of Directors: With matters of Director remuneration and reimbursement, the District shall adhere to Gov't Code Sections 53232 through 53232.4. Qualifying services and/or activities for which Directors may receive reimbursement of expenses for travel, lodging, meals and other actual and necessary expenses shall be limited to the following types of occasions or those occurrences approved in advance by a majority vote of the Board of Directors:

- Meetings, conferences and training sessions of local, state or national organizations that provide legislative or educational services or that encourage the development and maintenance of professional or technical standards relating to the District's jurisdiction.
- Meetings, conferences or organized educational activity conducted in compliance with Gov't Code Section 54952.2, including but not limited to ethics training required by Gov't Code Section 53234.

- Attending regional, state and national meetings or conferences whose activities affect the District's concerns or policies.
 - Attending District sponsored events.
- B. Employees: Qualifying activities for which District staff may receive reimbursement of expenses for travel, lodging, meals and other actual and necessary expenses shall be limited to the following types of occasions or those occurrences approved in advance by the General Manager or designee:
- Meetings, conferences and training sessions of local, state or national organizations that provide educational services or that encourage the development and maintenance of professional or technical skills relating to an employee's job duties and responsibilities or in preparation of future District needs.
 - Attending regional, state and national meetings or conferences whose activities affect the District's concerns or policies.
 - Attending District sponsored events.

5. Unauthorized Expenses

- A. Board of Directors: The following expenditures by District Directors ~~or volunteers~~ in the course and scope of their official duties shall not be reimbursed without prior District Board of Directors approval:
- Personal portion of any trip;
 - Political or charitable contributions or events;
 - Family expenses, including those of a partner when accompanying District members on official business, child or pet care;
 - Entertainment expenses, including sporting events, golf, spa treatments, in-room movies, theater, laundry service and alcohol/personal bar expenses;
 - Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and
 - Personal losses incurred while on District business that are reportable or reimbursable to an airline, hotel, personal insurance or other entity.

The District's Board of Directors, prior to the expense being incurred, may approve requests for expense reimbursements that do not fall within the District's expense reimbursement and travel policies or the General Services Administration (GSA) reimbursable guidelines. The following cases do not require approval in advance:

- When available, use of government and group rates offered by a travel agency.
- If lodging for reimbursable expenses are associated with a conference or organized educational event, lodging costs shall not exceed the maximum group rate published by the conference or event sponsor, provided that lodging at the group rate is available to the Director or officer at the time of booking. If the group rate is not available, the director, officer or staff member shall use comparable lodging that is consistent with the District's travel policy.

B. District Staff: The following expenditures by District staff shall not be reimbursed without prior authorization by the General Manager or designee:

- Personal portion of any trip;
- Family expenses, including those of a partner when accompanying District members on official business, child or pet care;
- Entertainment expenses, including sporting events, golf, spa treatments, in-room movies, theater, laundry service and alcohol/personal bar expenses;
- Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and
- Personal losses incurred while on District business that are reportable or reimbursable to an airline, hotel, personal insurance or other entity.

6. Reimbursement Process

A. Board of Directors:

The ~~Human Resources/Customer Relations Manager~~~~Management Services Administrator~~ shall provide Expense Reimbursement Forms to Directors or officers who attend reimbursable meetings, conferences, or educational events on behalf of the District. Expenses adhering to this policy must be documented with receipts attached to the Expense Reimbursement Form. Failure to submit expense receipts, as described in this policy, may result in denial of the claim.

Expense reports should be submitted within a reasonable time after completion/attendance of the event(s).

At the next regular meeting of the Board of Directors, following a director's participation in an expense reimbursable occurrence, any director who intends to seek reimbursement for expenses incurred for his or her service to the District shall provide a brief written or oral report to the Board regarding the conference or meetings attended at the expense of the District.

B. District staff:

The ~~Human Resources/Customer Relations Manager~~~~Management Services Administrator~~ shall provide Expense Reimbursement Forms to District staff who attend reimbursable meetings, conferences, or educational events while on District business. Expenses adhering to this policy must be documented with receipts attached to the Expense Reimbursement Form. Failure to submit expense receipts, as described in this policy, may result in denial of the claim.

Expense reports should be submitted within ~~five (5) days upon return to work~~~~a reasonable time after completion/attendance of the event(s)~~.

7. Violation of Policy

A. Board of Directors: It is against the law to falsify expense reports. Penalties for misuse of public resources or violating this policy may include, but are not limited to, the following:

- The loss of reimbursement privileges;
- Restitution to the District;
- Civil penalties for misuse of public resources pursuant to Government Code Section 8314; and
- Prosecution for misuse of public resources, pursuant to Section 424 of the Penal Code, penalties for which include prison term.

B. District Staff: It is against the law to falsify expense reports. Consequences for misuse of public resources or violating this policy may include, but are not limited to, the following:

- The loss of reimbursement privileges;
- Restitution to the District;
- Disciplinary action up to and including termination. **Consequences**

8. Conflict with Policy Guidelines

In the event that this Expense Reimbursement Policy is in conflict with another District policy, the policy with the most conservative application shall prevail.

SECTION II

TRAVEL POLICY

1. Purpose.

The purpose of this policy is to establish uniform travel rules and claiming procedures for persons authorized to travel on District business.

2. Scope.

The District travel policy applies to all District Directors, and ~~employees, and volunteers~~ traveling on District business.

3. Definitions.

Unless the provision or context otherwise requires, the definitions contained in this part govern the construction of this policy. They do not necessarily apply in other District contexts.

A. Designee:

Designated substitute on behalf of the General Manager.

B. District

"District" means the Marina Coast Water District.

C. District Business:

"District business" means the activity directly related to the necessary and required business functions of the District.

D. District Employee:

"District employee" means any District staff member or employee, whether elected or ~~appointed~~, filling a budgeted position approved by the Board of Directors, or a District Director. Independent contractors and their employees are not District employees.

E. District Traveler:

"District traveler" means any District Director or, employee ~~or volunteer~~ traveling on District business.

~~F. District Volunteer:~~

~~"District volunteer" means a person other than a District employee who performs volunteer work authorized by the District, such as committee or commission member.~~

FG. Home:

"Home" means the actual dwelling place of the District traveler without regard to any other legal or mailing address.

GH. Main or Regular Place of Work:

"Main or regular place of work" means the principal place of business for the District employee or the principal location to which the District employee is assigned to work.

HI. Temporary Work Location:

"Temporary work location" means the place where the District employee is assigned on an irregular or short-term basis, generally a matter of days or weeks. District travelers attending conferences, meetings or training sessions away from the main or regular place of work does not normally constitute assignment to another site.

IJ. Vehicle:

"Vehicle" means a motor vehicle, which can be legally operated on public highways.

4. Authorization to Travel.

A. General Conditions:

1. Travel will be authorized only when the travel is necessary and in the best interest of the District.
2. Prior authorization is required for all District travel.

B. In-District Travel:

District employees are authorized to travel within the District when travel is required by the department and considered a part of the routine, day-to-day official duties of the employee as defined and authorized by the department head or his/her designee. All other in-District travel requires advance authorization by the department head or his/her designee.

C. Out-of-District Travel:

1. All travel outside of the District, but within the State of California, requires advance authorization by the General Manager or designee for employees.
2. All travel outside of the State of California requires advance written authorization by the General Manager or designee for employees.

D. Travel Requests:

1. A Request for Training/Travel Form must be submitted by employees in advance of the travel to the immediate supervisor or manager pursuant to District policy.

5. Travel Expenses.

If approved, the request must be forwarded to the department head for authorization. If approved by the General Manager, or designee the request form and supplemental documentation shall be forwarded to the Human Resources/Customer Relations Manager~~Management Services Administrator~~ for processing. The Human Resources/Customer Relations Manager~~Management Services Administrator~~ is responsible for all training/travel arrangements. Upon completion of making all necessary arrangements, the Human Resources/Customer Relations Manager~~Management Services Administrator~~ will send a confirmation memo to the employee, with copy to the employee's supervisor/manager, notifying them of dates, times and manner of travel, if any.

A. General Conditions:

1. District travelers are entitled to submit a claim for their reasonable expenses that are authorized~~legally~~ and necessarily incurred for travel, meals, lodging and other actual and necessary expenses for authorized travel, subject to the conditions set forth in this travel policy, whenever the expenses are incurred as part of his/her official duties and authorized because the District traveler is required to:
 - a) work excessively long hours away from main or regular place of work; or
 - b) work at a project location sufficiently distant from main or regular place of work to require overnight lodging; or
 - c) attend a meeting in the performance of his/her official duties in which a meal is served; or
 - d) travel on very limited notification; or
 - e) attend a school, training, convention, or meeting.
2. Notwithstanding Section 1 above, all claims shall be paid subject to the rules set forth in this policy, the Expense Reimbursement policy and statutory law. Eligibility to submit a claim does not automatically entitle the claimant to reimbursement for any and all expenses.
3. District travelers receiving reimbursement from an outside source for travel on District time or official District business shall forward the reimbursement to the Director of Administrative Services for handling and deposit if the traveler intends to submit an expense claim to the District or use District resources to travel. Travelers shall then be entitled to submit a claim for legally and necessarily incurred expenses for transportation, meals, lodging, and other actual and necessary expenses, subject to the conditions set forth in this travel policy.
4. Arrangements for transportation, lodging or registration fees that have cancellation penalties shall be carefully monitored by the Human Resources/Customer Relations Manager.

~~4.5. Management Services Administrator.~~—If cancellation occurs due to direction by the Board of Directors, General Manager, or designee, the District will cover the penalty cost. If the cancellation occurs due to a traveler's personal request or obligations, the traveler will be required to pay the penalty.

~~5.6.~~ Exceptions shall be made when a traveler is unable to travel because of hospitalization or death of an immediate family member or when the department head certifies that the reason for the employee's absence was legitimate and authorized.

B. Transportation Expenses:

1. General Conditions:

a) Transportation expenses are the direct costs related to movement of the District traveler from authorized point of departure to destination of travel and back to the authorized point of return.

b) All transportation expenses incurred shall be based upon the most efficient, direct, and economical mode of transportation required by the occasion.

c) Whenever a time frame is established as criteria for an expense reimbursement claim, such as the requirements described for meals in Section V, subsection C. 1. d., estimated travel time shall be based upon legal vehicle speed limits, volume of traffic and weather conditions in effect at the time of travel.

2. Private Vehicle:

a) Private or personal vehicles shall only be used after the employee has confirmed that an appropriate District vehicle is not available or cannot reasonably be accessed to accommodate the necessary travel.

b) Unless specifically addressed in a ratified Memorandum of Understanding (MOU) agreement with a recognized employee organization, travel by private vehicle will be reimbursed at the current IRS rate when used for District business.

~~e) Appointed members of District committees or commissions, and Directors may claim actual mileage to the official meetings of their respective committees/commissions from home, and back.~~

~~ed)~~ District employees who voluntarily travel in a private or personal vehicle ~~other than their own~~ may not claim mileage for business use of a private vehicle but may claim reimbursement of actual fuel expenses necessary for the trip and expended by the traveler. Receipts are required for the actual fuel costs.

e) District travelers may not claim mileage for business use of a private vehicle in the following instances:

(1) when the District traveler is riding with someone who will be claiming reimbursement for the vehicle's use from the District or another source;

(2) when the District traveler is traveling in a District or other government agency vehicle;

(3) when the District traveler is traveling in a rented vehicle;

f) District employee mileage to the regular or main place of work from home, and back, is considered commuting and may not be claimed.

g) District employee mileage to the temporary work location from home, and back, is considered commuting and may not be claimed except in the following cases:

(1) if the District employee is required to report to the regular or main place of work before reporting to the temporary work location, he/she is eligible for mileage from the regular or main place of work to the temporary work location;

(2) if the District employee is required to report to the regular or main place of work after working at the temporary work location and before going home, he/she is eligible for mileage from the temporary work location to the regular or main place of work.

h) Mileage in conjunction with authorized District travel to and from a ~~school~~, convention, meeting, training or school shall be based on the distance to the destination from the traveler's regular or main place of work, whichever is less, except in the following cases:

(1) if the employee- is required to report to his/her work location before leaving, s/he is eligible for mileage to the convention, meeting, training or school from the work location.

(2) if the employee is required to report to his/her work location before returning home, he/she is eligible for return trip mileage based on the distance from the ~~school~~, training, convention, meeting, ~~training~~ or school to the work location.

i) When two or more District employees are traveling to the same site by vehicle, they should use only as many vehicles as are required to accommodate the number of travelers and business needs of the District. If a District employee chooses to use a separate private vehicle because of personal preferences or obligations, ~~s/-he/she~~ shall not be eligible for mileage or fuel reimbursement for the travel.

j) If a District employee chooses to use a private vehicle instead of an alternative mode of transportation chosen by the department head because of personal preferences or obligations, his/her mileage reimbursement shall not exceed the cost of using the alternative mode of transportation.

3. District Vehicle Transportation:

a) District employees using a District vehicle for traveling shall not be eligible for reimbursement for mileage.

b) District employees required to fuel a District vehicle at their own expense may claim the actual fuel costs expended by them. Receipts must accompany the expense reimbursement claim. All District vehicles are equipped with a gas card and District travelers should be issued a password prior to any travel.

c) If the District vehicle experiences mechanical failure, the employee shall follow the rules set forth in the "Mechanical Failure" section of the "Vehicle Operator's Handbook" located in the glove compartment of each District vehicle.

4. Rental Vehicle Transportation:

a) The Human Resources/Customer Relations Manager ~~Management Services Administrator~~ will make arrangements for rental vehicles for all travelers if the cost of the rental will be less than the charge for shuttle or taxi service to and from the carrier termination point to the function or hotel accommodations. If more than one District traveler is traveling to the same function, only one rental vehicle may be claimed and then only if it is available for use by all of the District travelers.

b) The Human Resources/Customer Relations Manager ~~Management Services Administrator~~ shall choose the most cost effective vehicle type and mileage limits appropriate to the use required by the District traveler(s). Rental expenses for luxury cars, motorcycles and recreational vehicles may not be claimed.

e) Rental cars shall be refueled prior to return to the rental agency to reduce cost to the District.

f) Additional vehicle insurance shall be waived by the District traveler as all employees are covered under the District auto insurance policy (ACWA/JPIA) as long as they are on District business.

g) An original car rental receipt showing the number of days and type of vehicle rented is required for vehicle rental expense reimbursement claims.

h) A District travel card will be issued to any traveler on District business to be used for payment of car rentals.

~~6.~~ 5. Commercial Carrier Transportation:

a) The Human Resources/Customer Relations Manager ~~Management Services Administrator~~ shall seek and attempt to use the lowest rates available for the type of commercial carrier service being utilized and paid for, in advance, when possible. The Human Resources/Customer Relations Manager ~~Management Services Administrator~~ will provide the District traveler with all commercial carrier information to include electronic tickets.

~~7.~~ 6. Private Aircraft Transportation:

The use of private aircraft for District business is at the discretion of the General Manager.

8. 7. Other Transportation Expenses:

a) The following necessary transportation expenses may be claimed at actual cost when directly related to transporting the District traveler to and from the destination point:

(1) taxi, shuttle, or public transit fares; -

(2) parking fees;

(3) bridge, road or ferry tolls;

(4) other actual transportation expenses determined to be reasonable and necessary by the Human Resources Manager~~Management Services Administrator~~.

b) The following transportation expenses may not be claimed by any Director, ~~officer~~ or employee of the District:

(1) traffic and parking violations;

(2) emergency repairs on non-District vehicles;

(3) personal travel while at an out-of-District location;

(4) other actual transportation expenses determined to be unreasonable or unnecessary by the General Manager, designee, or Human Resources/Customer Relations Manager~~Management Services Administrator~~.

C. Meal Expenses:

1. Eligibility for Meals:

a) District employees on in-District travel are not eligible to claim for meals taken within the District, unless provided for in other District policies or are approved by the Human Resources/Customer Relations Manager~~Management Services Administrator~~. Directors may make claims for meals taken within the District while on District business.

b) District employees on out-of-District travel that does not require an overnight stay away from their home are eligible to claim for meals only when approved by the Human Resources/Customer Relations Manager~~Management Services Administrator~~ and will be added to the employee's wages and become taxable income.

c) District travelers on out-of-District travel that requires an overnight stay away from their home are eligible to claim for meals taken out-of-District.

(1) Breakfast may be claimed if District employee must be away from home because of District business before 6:00 a.m. The maximum amount allowable for breakfast, including gratuity is \$185.00.

(2) Lunch may be claimed if, because of District business, travel must commence before

11:00 a.m. and end after 2:00 p.m. The maximum amount allowable for lunch is \$~~20.45~~.00, including gratuity.

- (3) Dinner may be claimed if a District employee cannot return home because of District business until after 8:00 p.m. The maximum amount allowable for dinner is \$~~35~~0.00, including gratuity.

d) Purchasing and/or claiming for meals for federal or state public officials or employees, is prohibited when in conflict with law.

e) District employees are not eligible to claim meals or other expenses for those persons who are not otherwise eligible to file a claim themselves for District reimbursement.

2. Meal Claims:

a) Expense reimbursement claims for out-of-District meals taken in conjunction with travel that includes an overnight stay away from the traveler's home shall be reimbursed at the rates in Section C.1.c. in the form of a "per diem allowance", which means the traveler is eligible to be reimbursed at the maximum rate allowed. See Section C.1.c.

b) Expense reimbursement claims for each out-of-District meal taken in conjunction with travel that does not include an overnight stay away from the traveler's home are subject to approval by the Human Resources/Customer Relations Manager~~Management Services Administrator~~ and require original receipts to be submitted. The expense reimbursement will be added to the employee's wages and becomes taxable income.

c) The amount of the meal claimed may include the actual cost of the gratuity, or incidental expense, for the food server, up to a maximum of 15% of the food and non-alcoholic beverage charges, including tax. The total expense reimbursement claim, including gratuity, may not exceed the receipt amount plus gratuity or the maximum rate established by the District in Section C.1.c, whichever is lower. The gratuity must be noted on the individual receipt.

e) Meal costs may only exceed the prescribed maximums if the meal is being served at a conference or workshop and the costs of the speaker, conference, and/or registration are included in the price. The agenda or brochure describing the event and the price must accompany the expense reimbursement claim.

f) A District traveler may not claim a reimbursement for any meal, which is provided, or otherwise available to the District traveler with the lodging or function, whether or not there is an actual charge for the meal. For example, if lunch is provided at the function or breakfast is included in the cost of lodging, the traveler may not claim an ~~+~~ expense reimbursement for eating elsewhere. For purposes of this section, continental breakfast does not constitute provided meals.

g) Claiming for alcoholic beverage expense reimbursement is prohibited.

D. Lodging Expenses:

1. Eligibility for Lodging:

a) The Human Resources/Customer Relations Manager~~Management Services Administrator~~ will make any and all lodging arrangements, in advance, of authorized District travel. If the District traveler would otherwise need to commence travel prior to 6:00 a.m. in order to arrive at the destination at the designated time. For example, if a workshop begins at 8:00 a.m., and there will be three hours of travel time from the authorized departure point, the Human Resources/Customer Relations Manager~~Management Services Administrator~~ will make travel arrangements for the evening prior to the workshop.

b) District travelers are not eligible to claim lodging staying overnight as a guest of friends or relatives.

2. Lodging Expense Reimbursement Claims:

a) Lodging arrangements shall be made and paid for, in advance, by the Human Resources/Customer Relations Manager~~Management Services Administrator~~, when possible, in order to minimize expenses incurred by the District traveler at either the available State of California government rate or the District's maximum lodging rate (limited to the single occupancy rate for a single room) established by the GSA, whichever is less.

b) Every effort will be made to pay for lodging arrangements in advance, however, if in the event a District traveler must pay for lodging arrangements, original receipts are required and must be attached to the Expense Reimbursement form.

(1) The District's maximum lodging rate for lodging within the State of California shall be equal to the base rate established by the GSA with the following exceptions:

(a) If the GSA has not established a higher rate for lodging in Los Angeles and Orange Counties, the District's maximum lodging rate for those counties shall be the base rate established by the GSA plus 25%.

(b) If the IRS has not established a higher rate for lodging in the City and County of San Francisco, the District's maximum lodging rate for that county shall be the base rate established by the GSA plus 50%.

(2) The District's maximum lodging rates for lodging outside of the State of California shall be equal to the maximum federal per diem lodging rates established by the GSA.

c) Actual lodging costs may be authorized in the following instances:

(1) when a conference or convention is being sponsored by a California state or regional association, the lodging may be claimed at ~~the actual cost~~ arranged for by the sponsor.

(2) when a conference or convention is being sponsored by an organization of which the District is a member, the lodging may be claimed at the actual cost if seminars or committee meetings are to be held at a particular hotel, events are scheduled for evening hours, and the department head has given advance written authorization.

- d) An original room receipt, showing the number of days and the number of occupants, is required upon the employee's return to work for lodging expense reimbursement claims. A copy of the receipt or a credit card receipt alone is insufficient.
- e) Lodging expense reimbursement may not be claimed for guests of the District traveler. Where expense for a family member or friend is included in the receipt, the claim must not exceed the single occupancy rate.
- f) Special lodging, such as accommodations in apartments, RV parks, campgrounds or other semi-permanent lodgings, shall require advance written authorization of the General Manager or designee.
- g) The Human Resources/Customer Relations Manager~~Management Services Administrator~~ shall inquire when making lodging arrangements whether the District is exempt from Transient Occupancy Taxes (TOT) in the locale where they are staying and shall provide the necessary form to the lodging facility, if required to do so to obtain the waiver.
- h) Except when registering for lodging at a pre-arranged group rate in conjunction with a conference or meeting, the Human Resources/Customer Relations Manager~~Management Services Administrator~~ shall request the State of California government rate when making lodging arrangements.
- i) Whenever possible, the Human Resources/Customer Relations Manager~~Management Services Administrator~~ will pre-pay all lodging expenses.

E. Registration Fees:

The Human Resources/Customer Relations Manager~~Management Services Administrator~~ will make all conference, convention and seminar registration arrangements and pre-pay, when possible, all tuition fees. A signed Request for Training/Travel Form must be provided and the agenda or brochure describing the event, including the price must accompany the request form.

F. Other Travel Expenses:

1. District travelers are eligible to claim a per diem incidental expense allowance, limited to the maximum federal per diem incidental expense rate established by the GSA, for each day of travel requiring an overnight stay away from the traveler's home. Said allowance covers fees and tips for persons who provide services, such as food servers and luggage handlers
2. District travelers are eligible to claim the following expenses at actual cost when receipts are provided for the following:
 - a) District business calls (traveler must annotate purpose of call ~~on the bill~~) if a personal cell phone is used.
 - b) Fax machine charges incurred to send or receive documents for District use.
 - c) Copy machine charges incurred to copy documents for District use.

d) Other business related expenses determined to be reasonable and necessary by the department head and the Human Resources/Customer Relations Manager~~Management Services Administrator~~.

6. Expense Reimbursement Procedures:

A. Prepaid Vendor Claims:

1. Vendor Claim Requests: -

a) Once travel has been authorized, the Human Resources/Customer Relations Manager~~Management Services Administrator~~ will make any necessary payment to the vendor for lodging and registration fees before the authorized District traveler commences travel.

b) ~~In some instances, †~~The District traveler will be issued a District travel card to be used for meals, or, if necessary, lodging and transportation costs that cannot be pre-paid in advance.~~may be required to hand-carry a check to the destination.~~

B. Travel Expense Reimbursement Claims:

1. After completion of travel, the employees should submit a signed, completed District expense reimbursement claim form with original receipts to their department head for approval. After review and approval, the department head shall forward the claim form to the Management Services Administrator to process for payment. Expense reimbursement claims should be submitted to the department head within five (5) days upon return to work.~~a reasonable time upon completion of conference/event.~~

2. The Human Resources/Customer Relations Manager~~Management Services Administrator~~ will review the expense reimbursement claim for compliance with applicable District policies and procedures. If approved by the Human Resources/Customer Relations Manager~~Management Services Administrator~~, the expense reimbursement claim will be processed and a check sent to the District traveler. If denied, or denied in part, the District traveler will be notified immediately.

3. No expense reimbursement for travel shall be paid to a Director or ~~employee~~ until all required receipts for the travel expense reimbursement claim have been filed with the Human Resources/Customer Relations Manager~~Management Services Administrator~~ and approved for payment by the General Manager or designee.

C. Mileage Reimbursement Claims:

1. Whenever travel requires advance authorization of the department head, or his/her designee, the resulting mileage expense shall be claimed on the same claim form as the other expenses that apply to that travel.

2. Whenever travel does not require advance authorization of the department head, or his/her designee, the resulting mileage expense shall be claimed on the expense reimbursement form.

3. All mileage expense reimbursement claims should be filed within five (5) days of occurrence.~~for the last month of the fiscal year must be submitted by the 5th of the following month to be processed by year-end close.~~

D. Reimbursement by Outside Source:

1. District travelers receiving reimbursement from an outside source for travel on District time shall forward said reimbursement to the Human Resources/Customer Relations Manager~~Management Services Administrator~~ for processing.

~~2. If a District volunteer will be receiving a per diem or other reimbursement of travel expenses from a source outside of the District, the volunteer shall not be eligible to claim or receive any additional reimbursement from the District for the same expenses.~~

E. Late Claims:

If a claim for expense reimbursement or settlement of a travel claim is submitted after the allowed time frames, the payment to the employee shall not be made until the claim has been reviewed and approved by the Human Resources/Customer Relations Manager~~Management Services Administrator~~.

7. Interpretations:

The Human Resources/Customer Relations Manager~~Management Services Administrator~~ shall be responsible for interpretations of this policy.

8. Exceptions:

This policy applies to all District Directors with the following exceptions:

- District meals
- Use of Personal Vehicles and Mileage reimbursement

Exceptions to this policy require the approval of the Board of Directors and/or General Manager or designee.

9. Conflict with Policy Guidelines:

In the event that this District Travel Policy is in conflict with another District policy, the policy with the most conservative application shall prevail.