

**OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
STAFF TRAVEL AND BUSINESS RELATED EXPENSES POLICY	34	5/3/2000	10/5/11

Purpose

To provide guidelines for compensation and the advancement and reimbursement of expenses when work duties require Otay Water District ("District") Staff ("Staff") to conduct District business away from their regular work site(s) and outside of San Diego County.

Background

Employees of the District are called upon to travel or conduct business related meetings, conferences, training or functions away from their regular work site(s) and outside of San Diego County, in conjunction with their job functions. Federal and State laws permit and provide guidance for reimbursement of expenses and compensation to employees while traveling out of San Diego County on District business.

Policy

The District will reimburse Staff for reasonable expenses incurred while out of San Diego County at District business related meetings, functions, conferences, training or traveling on District business, including lodging, meals, transportation, and related incidentals. The District will compensate non-exempt employees while traveling in accordance with District policy, applicable Memorandums of Understanding ("MOUs"), and federal and state laws.

Procedures

A. Advances and Pre-payment of Otherwise Reimbursable Expenses

Employees may request pre-payment of registration, transportation, and lodging, and may request an advance upon expected costs for meals, fuel for District or rental vehicles, public ground transportation, and taxis using the "Staff Travel Authorization Request" form (Exhibit A). Pre-payments and advances shall be limited to the employee's expenses only. Advances for per diem meals shall not exceed the per diem allowance anticipated for the trip plus known costs of ground transportation. Advances should be requested in a timely manner to allow normal processing through accounts payable.

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B. Reimbursement of Expenses

Each employee shall be reimbursed for travel expenses incurred while at authorized District business related meetings, functions, conferences, or training outside of San Diego County as follows:

1. Accountability

Travel Expenses shall be budgeted by Staff as a part of the annual budget process. Any travel expenses approved with the budget shall be considered authorized for that fiscal year only. Travel expenses included in Capital Improvements Program ("CIP") budgets are also considered authorized. Before the District expends any funds for authorized travel that involves lodging or public transportation expenses, the employee must complete a "Staff Travel Authorization Request" form (Exhibit A). The employee's Department Chief shall approve the authorization form. When a Department Chief is traveling, the Assistant General Manager shall approve the authorization form.

2. Transportation

The District will pay for reasonable transportation costs. Employees should endeavor to use the most appropriate mode of transportation given the purpose and nature of the trip. If for personal preference or for non-business related reasons the employee incurs additional travel expenses, the employee will be responsible for the additional expenses.

a. Air Transportation

The District will reimburse employees or pre-pay costs for economy (coach) class airfares. The District will endeavor to purchase airline tickets in advance, taking advantage of discounts and low airfares. Whenever possible, airline reservations shall be made to permit travel during normal business hours.

b. Automobile

1. District Vehicle: Whenever travel by vehicle is most cost effective or practical, Staff shall endeavor to use a District vehicle.

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Staff must have a valid California driver's license to operate a District vehicle. The District will reimburse employees for gasoline purchases with receipts while using a District vehicle; however, employees should ensure that the vehicle has sufficient fuel to reach the desired destination and return, or a full tank of fuel, before departing from the District offices. Employees must comply with the provisions of Board of Directors Policy No. 14, "Use of District Vehicles and Car Allowance" whenever an employee chooses to use a District vehicle while traveling.

2. **Personal Vehicle:** Employees must obtain permission from their Department Chief before using a personal vehicle in conjunction with District business.

In situations where an employee uses a personal vehicle on District business, the employee must maintain a valid California Driver's License and at least the minimum automobile insurance coverage required by the State of California, or make arrangements for a driver who meets the above requirements. Administrative Services Staff will verify that the employee has a valid California driver's license. Employees may not use a personal vehicle that is not insured according to the policy. Employees shall attest to meeting the license and insurance requirements by completing an "Authorization to Drive a Privately Owned Vehicle on District Business" form upon hire or as required.

If a personal vehicle is used, the employee will be reimbursed at the current maximum allowable tax-exempt reimbursement rate provided by the IRS.

Employees who receive a monthly mileage allowance are not eligible to receive reimbursement for mileage.

3. **Rental Cars:** The District will cover the

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expenses required for use of a rental car on District business. The maximum reimbursement for rental cars shall be based on the rate provided for a standard mid-sized car, unless there is a clear business need and it is approved by the General Manager or designee. Upgrades or additional cost features are the employee's responsibility.

- c. **Miscellaneous Transportation**
Whenever practicable, bus, taxi, rail, shuttle, etc. transportation may be used in lieu of, or in conjunction with, the modes listed above.

3. **Meals and Lodging**

- a. **Meals and Beverages**
Whenever travel outside of San Diego County requires meals, an employee may receive the per diem allowance at the current Meal and Incidental Expenses ("M&IE") rate for San Diego as determined by the U.S. General Services Administration.

1. **Per diem:**

a. **Full Day Allowance**

When an employee is traveling for a full day and no meals are provided by other sources, such as pre-paid registration, the per diem meal allowance shall be at the current Domestic Per Diem Rate for M&IE , or an amount that the General Manager deems reasonable for the occasion or circumstances. Taxes and gratuities are inclusive.

b. **Single Meal Allowance**

When an employee requires an allowance for a single meal while traveling, the per diem meal allowance shall be at the M&IE rate for breakfast, lunch, or dinner as determined by the U.S. General Services Administration, or amounts that the General Manager deems reasonable for the occasion or circumstances. Taxes and gratuities are inclusive.

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c. Partial Day Allowance
 When an employee will be traveling for a partial day or where a single meal is provided for by other sources such as pre-paid registration, the per diem allowance amount shall be at the M&IE rate for breakfast, lunch, or dinner as determined by the U.S. General Services Administration, or amounts that the General Manager deems reasonable for the occasion or circumstances.

d. Receipts do not have to be submitted for per diem allowances.

b. Lodging
 The District will reimburse employees or pre-pay accommodations in single rooms at conference facilities or in close proximity when applicable. In the absence of conference accommodations, normal single-room business, government or commercial class accommodation may be obtained. Under normal circumstances, lodging will not be reimbursed for the night before a conference starts or the night after it ends. However, in situations where available travel schedules would require the employee to leave home before 6:00 AM or return home after 12:00 AM, lodging for the night before or the night after will be reimbursable. With prior supervisory approval, if staying overnight, an extra night or over a weekend at a destination allows for a reduction of travel expenses, and the cost of accommodations is less than the savings realized by the documented reduced transportation expenses, the District may pre-pay or reimburse the employee for the extra night's lodging. Only lodging expenses will be reimbursed in these situations.

4. Entertainment

The District will not cover expenses incurred for recreation or entertainment.

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5. Incidental Expenses

Unavoidable, necessary and reasonable authorized expenses will be fully reimbursed by the District. Some examples of allowable expenses are:

- a. Telephone Calls (Business): Calls placed by the employee to the District office or for the purpose of conducting District business. Business related calls should be itemized on the "Staff Expense Claim Form" (Exhibit B).
- b. Telephone Calls (Personal): One (1) brief personal call each day away from home, up to a \$10 maximum per day.
- c. Telephone Calls (Local): Charges for local calls, for meal or transportation reservations, or for area information related to travel.
- d. Reasonable transportation to local restaurants and to optional functions that are a part of conference events.
- e. Reasonable gratuities.
- f. Parking fees.
- g. The following expenses are not reimbursable:
 - 1. Alcoholic beverages;
 - 2. Parking or traffic violations;
 - 3. In-room movies;
 - 4. Laundry service; and
 - 5. Expenses incurred by spouses, family members, or guests.

6. Compensation for Non-Exempt employees

Non-exempt employees traveling and staying overnight are normally authorized to work only the total number of hours they were regularly scheduled to work, exclusive of applicable travel time. However, all employees traveling and staying overnight are considered by the District to be on flexible schedules.

During flexible schedules, employees' starting time, meal period, rest periods, etc. are adjusted to accomplish work with minimal overtime.

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Should business require a non-exempt employee to travel, function attendance and travel hours are compensable pursuant to state law. These hours are considered regular work hours for purposes of calculating overtime. During all compensable hours, an employee is subject to any and all provisions of District Policies and Procedures.

The following hours are compensable:

- a. Actual hours spent at meetings, conferences, or functions, excepting meals and special events of an entertainment nature held in conjunction with a function.
- b. Actual hours spent in transit, excepting hours spent in travel between the employee's residence and the District. Any time spent in layover at a public transportation facility is also compensable as transit time, unless the employee chooses to participate in recreational activities during the layover.

On the other hand, time spent taking a break from travel in order to eat a meal, sleep or engage in other personal pursuits not connected with traveling or making necessary travel connections, such as sightseeing, visiting friends and family, or other activities of a recreational or entertainment nature, are not compensable.

7. Employees' Responsibility

- a. In situations where an employee can use the Petty Cash procedures for reimbursement of travel expenses, the employee may submit a "Petty Cash Order" form (Exhibit B) to be reimbursed. If expenses to be reimbursed are beyond the scope of the Petty Cash procedures, employees must submit a detailed "Staff Expense Claim Form" (Exhibit C). Petty Cash Orders and Expense Claim Forms should be supported by vouchers and itemized receipts of expenditures for which reimbursement is being requested. Receipts must be attached for all expenses with the exception of per diem meal allowance. If a receipt required for reimbursement is lost, the lost receipt must be

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noted on the "Staff Expense Claim Form" and approved for reimbursement before any payment can be made. Claim forms must be submitted within 14 calendar days after the expense was incurred.

- b. Expenses will not be reimbursed for meetings that have been pre-paid and not attended. Employees may be required to reimburse the District for any pre-paid expenses for any unexcused absence. The General Manager will determine if an absence from a pre-paid meeting is excused or unexcused.
- c. When two (2) or more employees combine an expense on one receipt, the employee requesting reimbursement should indicate on the "Staff Expense Claim Form" the identity of the other persons sharing expenses.
- d. Expenses incurred by spouses, family members, or guests are the responsibility of the employee.
- e. Any misrepresentation in connection with the petty cash order or reimbursement process will be grounds for discipline up to and including termination of employment.

Attachments

Exhibit A: "Staff Travel Authorization Request"

Exhibit B: "Petty Cash Order"

Exhibit C: "Staff Expense Claim Form"

**OTAY WATER DISTRICT
STAFF TRAVEL AUTHORIZATION REQUEST**

Employee Name: _____ Date of Request: _____

Name and Location of Function: _____

Is Travel out of San Diego County? Yes No* (*not eligible for staff travel)

Note: If you will be driving a District vehicle out of San Diego County or driving non-District personnel in a District vehicle or your private vehicle, you must obtain authorization by completing the "Vehicle Use Authorization Form Out of County and Transport Non-District Personnel" form.

Date(s) function to be held: _____ - _____

Purpose of function: _____

Sponsoring Organization: _____

Request for Pre-Payment or Advance of Fees Related to the Function:

Expense Type	Not Needed	Pre-Payment Requested	Advance Requested
Registration	<input type="checkbox"/>	\$	N/A
Airline	<input type="checkbox"/>	\$	N/A
Auto Rental	<input type="checkbox"/>	\$	N/A
Fuel - for District or Rental Cars only**	<input type="checkbox"/>	N/A	\$
Taxi / Shuttle**	<input type="checkbox"/>	N/A	\$
Lodging	<input type="checkbox"/>	\$	N/A
Meals - See Below	<input type="checkbox"/>	N/A	\$
Other Expenses - Explain Below	<input type="checkbox"/>	\$	\$
(**Advanced through petty cash. Please request these expenses at the conclusion of the trip if possible.)		Total Pre-Payment Requested:	
		Total Advance Requested:	

Lodging Preference: _____

Explanation of Other Expenses: _____

MEALS CALCULATOR

Personal funds may be used in lieu of requesting advancement for meals. Meal per diem amounts are the same regardless of travel destination out of the County.

How many meals does the function provide? _____ (do not include in calculation below)

(_____ x \$36 = \$ _____) + (_____ x \$18 = \$ _____) + (_____ x \$12 = \$ _____) = \$ _____
 Expected dinners Expected lunches Expected breakfasts Total meal advancement

Employee Signature

Date of Request

(Staff Expense Claim form must be completed within 14 calendar days after return from travel.)

For Office Use Only Below This Line

Total Pre-Paid: \$ _____

Total Advanced: \$ _____

Travel Approved by: _____

Date: _____



**INSTRUCTIONS FOR PREPARATION OF
STAFF TRAVEL AUTHORIZATION REQUEST FORM**

The District will reimburse for necessary expenses incurred while traveling **outside of San Diego County** at District business and related meetings, functions, training or traveling on District business including common carrier fares (economy class), automobile rental charges, District business telephone calls, one personal telephone call home each day (\$10 maximum per day), lodging, baggage handling, parking fees, meals, gratuities, etc. Please review the “Staff Travel and Business Related Expenses Policy” to familiarize yourself with the District’s requirements.

- **Transportation**

Employees should endeavor to use the most appropriate mode of transportation given the purpose and nature of the trip. The District will reimburse or pre-pay costs for economy (coach) class air transportation. Employees must obtain permission from their Department Chief or AGM before using a personal vehicle in conjunction with District business and complete the “Vehicle Use Authorization Form Out of County and Transport Non-District Personnel” form.

- **Advances and Pre-payments**

Employees may request pre-payment of registration, transportation, and lodging, and may request an advance for expected costs for meals, fuel for District or rental vehicles, public ground transportation, and taxis using the “Staff Travel Authorization Request” form. It is recommended that expenses for fuel, taxi and shuttle be reimbursed at the conclusion of the trip if possible.

Pre-payments and advances shall be limited to the employee’s expenses only. Advances should be requested in a timely manner to allow normal processing through accounts payable.

- **Meals**

Advances for per diem meals shall not exceed the per diem allowance anticipated for the trip. Receipts should not be submitted for per diem meal allowances. If advancement for meal allowance is not requested, employee may use their personal funds to pay for meals and request the per diem allowance after the travel is completed by submitting the “Staff Expense Claim Form.” It is recommended that per diems for meals be reimbursed at the conclusion of the trip if possible. CalCard may not be used for meal per diems.

Per diem meal allowance shall be at the Meals Incidental Expenses (“M&IE”) rate determined by the U.S. General Services Administration for San Diego, or amounts that the General Manager deems reasonable for the occasion or circumstances. Partial day's per diem allowance shall be at the M&IE rate for breakfast, lunch and dinner, or amounts that the General Manager deems reasonable for the occasion or circumstances. The per diem meal allowance is inclusive of and assumes expenses for taxes and gratuities. Where pre-paid registration includes meals, only meals that are not included in the registration will be provided as per diem meal allowance.

- **Receipts**

Receipts must be attached for all expenses with the exception of per diem meal allowances. If a receipt required for reimbursement is lost, the lost receipt should be noted next to the expense, submitted to the Department Chief, and approved by the Department Chief before any reimbursement can be made. **All receipts must have the nature of the expense and the business purpose noted on the receipt.** Any receipts that include costs of personal travel (e.g., hotel receipt for employee and spouse) should identify what the cost would have been without personal travel (e.g., single room rate as opposed to double room rate).

- **Staff Expense Claim Form**

Upon return from travel, if expenses were incurred that need to be reimbursed, the “Staff Expense Claim Form” must be submitted **within 14 calendar days** after the expense was incurred. Advances and pre-payments shall be deducted from expenses and reconciled with travel authorization forms where applicable.

Department Chiefs, Assistant General Managers or the General Manager may authorize Travel Authorization Request Forms.

No information on the “Staff Travel Authorization Request Form” may be designated as confidential in nature. All expenses must be fully disclosed on the form.

The following expenses are not reimbursable:

- | | |
|----------------------------------|--|
| a. Alcoholic beverages | d. Laundry service |
| b. Parking or traffic violations | e. Entertainment or recreation |
| c. In-room movies | f. Expenses incurred by spouses, family members, or guests |

The Staff Travel Policy does not apply to meetings, conferences, training or functions attended in the County of San Diego. For expenses in the County of San Diego please coordinate reimbursements with your department.



PETTY CASH ORDER

DATE _____

NAME _____

DEPT _____

REQUEST REIMBURSEMENT FOR THE FOLLOWING EXPENSES:

Project	Subproject	Activity	Cost Type	DESCRIPTION	AMOUNT
Total:					0.00

PURPOSE OF EXPENDITURES

DEPARTMENTAL APPROVAL _____

CASH RECEIVED BY _____ DATE _____

NOTE: RECEIPTS MUST BE ATTACHED. FORM IS NOT TO BE USED FOR OVERNIGHT TRAVEL.



**OTAY WATER DISTRICT
STAFF EXPENSE CLAIM FORM**

Vendor #: _____

Date: _____

Pay to: _____ Period Covered: _____

Employee Number _____ From: _____ To: _____

ITEMIZED REIMBURSEMENTS CLAIMED

(Attach receipts for all expenses, except for per diem meal and beverage allowances.)

DATE	DESCRIPTION OF REIMBURSEMENT	TOTAL REIMBURSABLE AMOUNT	LESS AMOUNT PREPAID	LESS AMOUNT ADVANCED	TOTAL AMOUNT CLAIMED

ACCOUNT CODINGS: Project Subproject Activity Code Cost Type Department

- 1)
- 2)
- 3)
- 4)

For Travel Reimbursements:

Nature of Travel: _____ Date Travel Commenced _____

Destination: _____ Date Travel Terminated _____

Total Mileage Claimed = _____ Miles x \$. _____ Rate = \$ _____

Total Reimbursements Claimed: \$ _____

Employee Signature Date

Approved by Date



**INSTRUCTIONS FOR PREPARATION OF
STAFF EXPENSE CLAIM FORM**

The necessary expenses incurred while traveling outside of San Diego County at District business related meetings, functions, training or traveling on District business including common carrier fares (economy class), automobile rental charges, District business telephone calls, one personal telephone call home each day (\$10 maximum per day), lodging, baggage handling, parking fees, meals, gratuities, etc. will be reimbursed when documented on the Staff Expense Claim Forms. Receipts must be attached for all expenses with the exception of per diem meal allowances. If a receipt required for reimbursement is lost, the lost receipt should be noted next to the expense, submitted to the Department Chief, and approved by the Department Chief before any reimbursement can be made. **All receipts must have the nature of the expense and the business purpose noted on the receipt.**

The District will not reimburse the cost of travel of a personal nature taken in conjunction with travel on official business. Per diem meal allowance shall be at the rate provided by the Meals Incidental Expenses (M&IE), or amounts that the General Manager deems reasonable for the occasion or circumstances. Partial day's per diem allowance shall be at the rate provided by M&IE for breakfast, lunch and dinner, or amounts that the General Manager deems reasonable for the occasion or circumstances. The per diem meal allowance is inclusive of and assumes expenses for taxes and gratuities of up to 15%. Where pre-paid registration includes meals, only meals that are not included in the registration will be provided as per diem meal allowance.

Any receipts that include costs of personal travel (e.g., hotel receipt for employee and spouse) should identify what the cost would have been without personal travel (e.g., single room rate as opposed to double room rate).

Mileage will be reimbursed for travel using personal vehicles only if a District vehicle is not available. In order to be reimbursed for mileage, employees must have a valid Driver's License and current automobile insurance that meets or exceeds State minimum insurance requirements.

Advances and pre-payments shall be deducted from expenses and reconciled with travel authorization forms where applicable.

Department Chiefs or the General Manager may authorize Expense Claim Forms.

Claim forms must be submitted within 14 calendar days after the expense was incurred.

No information on the Expense Claim Form may be designated as confidential in nature. All expenses must be fully disclosed on the form.

The following expenses are not reimbursable:

- | | |
|----------------------------------|--|
| a. Alcoholic beverages | d. Laundry service |
| b. Parking or traffic violations | e. Entertainment or recreation |
| c. In-room movies | f. Expenses incurred by spouses, family members, or guests. |
| | g. Meetings, conferences, training or functions attended in the County of San Diego. |