



POLICY

Dublin San Ramon Services District

Policy No.:	P100-13-2	Board Business
Type of Policy:		
Policy Title:	Director Travel and Expenses	
Policy Description:	Reimbursement of travel and related expenses incurred by Directors while on District business	

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It is the policy of the Board of Directors of the Dublin San Ramon Services District:

1. That each Director shall exhibit good judgment in the matter of travel and incidental expenses, and shall have proper regard for the propriety and economy of conducting District business;
2. To reimburse reasonable and actual travel and/or incidental expenditures of Directors incurred when they are on District business.
3. That travel to and attendance at conferences and meetings by Directors shall be consistent with the approved budget of the District.
4. That all travel by Directors on District business shall be pre-approved by the Board. Travel on District business within the States of California and Nevada is pre-approved by adoption of this policy; expenses associated with pre-approved travel is subject to the separate approval, limitations and guidelines of this policy
5. That expenses incurred in connection with activities and/or events that are not eligible for compensation under the Day of Service policy may, with prior Board approval, qualify for reimbursement under this policy. Such events include activities of civic and charitable organizations that are determined by the Board to be in the best interest of the District. Expenses incurred in connection with partisan or nonpartisan political activities or events are not eligible for reimbursement.
6. That expenditures of Directors for travel shall be allowed in general accordance with the following criteria:

- Registration Fees: A registration or similar fee charged by the organizers of any conference, convention, or meeting is allowable.
 - Lodging: Amounts equivalent to the cost of (conference rate if available at the time of booking and if one has been established) a standard single occupancy room at the hotel or motel at which the conference or meeting is held or comparable nearby lodging are allowable.
 - Transportation:
 - Air Travel: Amounts equivalent to the cost of coach class round-trip airfare from Oakland, San Jose, Sacramento or San Francisco to an airport reasonably near the destination are allowable.
 - Rental Cars: The cost of a mid-size rental car at a destination is allowable.
 - Private Automobiles: Travel to and from a destination more than 15 miles from the District office using private automobiles is allowable at the IRS mileage rate. This applies so long as the amount so calculated does not exceed the cost of pre-purchased round-trip coach class airfare plus ground transportation that would be incurred for the same trip. If that is the case, the expense shall be limited to the cost of pre-purchased round-trip coach class airfare plus estimated ground transportation. When more than one District official travels in the same private automobile, allowance will be made to only the owner or lessor of the vehicle used. No credit for airfare or the avoided cost of a second automobile shall be paid to the second person. If the General Manager determines that air transportation is not feasible due to work schedules, time involved or other similar reasons, an allowance for the use of a private automobile shall be determined on the basis of the IRS mileage rate and shall not be subject to the limitation specified herein.
 - Tolls and Parking: Tolls, parking and other similar charges are allowable; parking shall be at “non-valet” and “long term” rates when available.
 - Public Transportation / Taxis: Expenses for public transportation or private “for hire” ground transportation at the destination, to and/or from the destination and/or to or from the departure airport are allowable.
 - Meals: Actual and reasonable costs of meals while traveling are allowable up to the limits set herein. Directors shall exercise discretion in the selection of restaurants and when incurring costs for meals. No costs for any alcoholic beverages shall be eligible for reimbursement. A maximum daily reimbursement for meals while traveling is hereby established at \$62. Actual reimbursement including tax and tips will be based upon actual receipts submitted. The maximum daily reimbursement will be reduced in the following amounts to reflect pre-paid meals: \$12 for breakfast, \$16 for lunch and \$34 for dinner. The maximum daily reimbursement shall also be reduced by the amount associated with the meals that a Director would normally have taken on his or her personal behalf before departure or after their return. Receipts for meals shall provide a detailed listing of the charges.
 - Incidental Expenses: Reasonable incidental expenditures related to travel or the conduct of District business in amounts less than \$10.00 per item are allowable without receipt. These include items such as parking at meters, baggage handling, use of hotel fax services, phone charges, etc., and other similar expenses.
7. If a receipt is lost, the Director shall so note that on their expense report along with a brief explanation and their estimate of the expense; in such cases copies of credit card statements and/or checking account charges that show the date and amount of the charge and the payee are acceptable

substitutes. The General Manager shall apply reasonable discretion, as supported by the evidence of the situation, and determine the actual amount to be reimbursed. (Example: a Director parks at the Oakland Airport for a three day trip but loses the parking receipt and paid cash. A reasonable estimate would be parking in Long Term Parking for a period from 90 minutes before scheduled departure of the flight to 60 minutes after actual arrival.)

8. That no reimbursement is allowed for any direct or incremental expenses of family members or guests traveling with a Director. An example of an unallowable incremental expense is the added cost of upgrading a room or a rental car to accommodate a non-District traveling companion.
9. That allowable expenses as specified herein are only reimbursable for the time while the conference, business meeting, or other District business activity is occurring, with reasonable allowance for the need to arrive in advance of or depart after a conference or business meeting.
10. Receipts must be provided prior to reimbursement unless otherwise provided herein.
11. That the principal responsibility for compliance with this policy rests with each Director. The General Manager shall review all expenses submitted for reimbursement for conformance with this policy prior to approving payment. When necessary, the General Manager may exercise reasonable discretion in approving reimbursements related to unusual circumstances that are not in strict accordance with this policy but that in his judgment were necessary and prudent and were incurred while furthering the interests of the District. If a Director disagrees with the General Manager's determination, the Director submitting the reimbursement request shall refer the matter to the President of the Board (or Vice President if the expense sheet is that of the President) for consideration. A Director's reimbursement request shall be deemed an acknowledgement by that Director that the request, in the exercise of his or her judgment, complies with the terms of this policy, that any required approval of the Board was obtained in a timely manner, and that the Director has considered any issues that the General Manager has identified. If the matter is referred to the Board President (or the Vice President as the case might be), they shall approve the request unless they believe it substantially deviates from this policy. Directors may appeal any disapproved reimbursement by the President or Vice President by submitting the matter to the Board as an agenda item at a regular meeting not later than 60 days after the day for which reimbursement is requested.
12. That the General Manager shall administer this policy and shall institute appropriate accounting and control procedures to ensure the policy is being followed.
13. This policy supersedes all previously adopted District policies related to reimbursement for travel and incidental expenses.