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| Policy No.: P100-22-6 | Type of Policy: Board Business |
| Policy Title: Director Travel and Expenses | |
| Policy Description: Reimbursement of travel and related expenses incurred by Directors in the performance of official duties | |
| Approval Date: 12/6/2022 | Last Review Date: 2022 |
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The purpose of this policy of the Board of Directors of Dublin San Ramon Services District is to establish guidelines for reimbursement of travel and related expenses incurred by Directors in the performance of official duties in accordance with Government Code Sections 53232.2 and 53232.3 as specified in Government Code Section 61047, part of the Community Services District Law, and declare 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.

1. General

Directors may receive reimbursement for reasonable and actual travel and/or incidental expenditures of Directors incurred in the performance of official duties and upon timely submittal of a Director Expense Sheet and supporting documentation in conformance with this policy.

At the request of a Director, the General Manager or designee may directly arrange for registration fees and lodging reservations, and pay those directly. All other arrangements and expenses are the responsibility of the Director, and will be reimbursed after the event in accordance with provisions of this policy.

2. Services Allowed for Reimbursement

Reimbursement of travel and related expenses shall meet the following criteria:

- a. Travel to and from and attendance at conferences and meetings by Directors shall be consistent with the approved budget of the District.
- b. Travel on District business within the States of California and Nevada, as well as travel to Association of California Water Agencies and California Association of Sanitation Agencies conferences in Washington D.C., is pre-approved by adoption of this policy; travel on District business in locations other than California, Nevada, and Washington D.C. require specific Board approval.

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- c. Expenses incurred in connection with monthly Chamber of Commerce lunch meetings are pre-approved by adoption of this policy. Such meetings provide opportunities to develop positive relationships with the local business community, when participation is determined by the Board to be in the best interest of the District.
- d. Expenses incurred in connection with activities and/or events that are not eligible for compensation under the Director Compensable Activities policy may, with prior Board approval, qualify for reimbursement under this policy. Such events include activities of civic and charitable organizations when participation is determined by the Board to be in the best interest of the District.

3. Expenses Allowed for Reimbursement

Expenditures of Directors for travel shall be allowed in general accordance with the following criteria:

- a. Registration Fees: A registration or similar fee charged by the organizers of any conference, convention, or meeting.
- b. Lodging: Amounts equivalent to the cost of a standard single occupancy room at the facility at which the conference or meeting is held, or comparable nearby lodging. In instances where conference hotels are filled, the Director should attempt to secure comparable rates at a nearby hotel. Directors must make reasonable and prudent determinations regarding pre- and post-lodging arrangements for each approved event. Directors must take into consideration the event program schedule, location and travel mode, and other activities related to the Director’s duties or purpose at the event
- c. 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.
 - Rental Cars: The cost of a midsize rental car to and from, or at the destination. In the event a rental car must be utilized, the collision waiver must be added to the rental contract to cover any damage that may occur to the rental car.
 - Private Automobiles: Travel to and from the destination using a private automobile at the IRS mileage rate (travel to and from the District for the purpose of attending Board meetings is not eligible for reimbursement), limited to the cost of a pre-purchased round-trip coach class airfare plus ground transportation that would be incurred for the same trip. 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 practical 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.

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- Tolls and Parking: Tolls, parking, and other similar charges. 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 from the destination, and to and from the departure airport.
- d. Meals: Actual and reasonable costs of meals while traveling, up to the median California city per diem rate. Notification of this rate, along with a breakdown by meal, will be forwarded to the Board each December for the upcoming calendar year. 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. The maximum daily reimbursement shall also be reduced by the amount associated with the meals that a Director would normally have taken on his/her personal behalf before departure or after his/her return.
- e. Incidental Expenses: Reasonable incidental expenditures related to travel or the conduct of District business in amounts less than \$10 per item without receipt. These include items such as parking at meters, baggage handling, phone charges, and other similar expenses.

If a receipt is lost, the Director shall so note that on his/her Director Expense Sheet along with a brief explanation and 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, or designee, shall apply reasonable discretion, as supported by the evidence of the situation, and determine the actual amount to be reimbursed.

4. Expenses Not Allowed for Reimbursement

- a. Direct or incremental expenses of family members or guests traveling with a Director, such as the added cost of upgrading a room or a rental car to accommodate a non-District traveling companion.
- b. Expenses unrelated to approved travel or event attendance. Allowable expenses as specified herein are reimbursable only 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.
- c. Expenses incurred in connection with partisan or nonpartisan political activities or events.
- d. Expenses not submitted for reimbursement within 45-days of being incurred.

5. Review and Approval

The principal responsibility for compliance with this policy rests with each Director. The General Manager, or designee, shall review all expenses submitted for reimbursement to determine conformance with this policy prior to approving payment. When necessary, reasonable discretion in approving reimbursements

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related to unusual circumstances may be exercised that are not in strict accordance with this policy but that were necessary and prudent and were incurred in performance of official duties while furthering the interests of the District. If a Director disagrees with the determination, the Director submitting the expenses for reimbursement shall make a request at a Board meeting, not later than 60 days after the day for which reimbursement is requested, to schedule an agenda item to review the determination at a future regular Board meeting. The submittal of a Director Expense Sheet by a Director shall be deemed a representation 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 at a Board meeting in advance of the activity or event, that any required written report has been submitted at the next Board meeting following the activity or event, and that the Director has considered any issues that the General Manager has identified. If the matter is referred to the Board of Directors, the Board shall approve the Director Expense Sheet unless the Board believes it substantially deviates from this policy.

6. Administration

The General Manager, or designee, shall administer this policy and shall institute appropriate accounting and control procedures to ensure the policy is being followed.