

RESOLUTION NO. 2013-1978

A RESOLUTION APPROVING POLICIES FOR ADMINISTRATIVE POLICY A-01: TRAVEL ON DISTRICT BUSINESS AND BOARD POLICY B-50: TRAINING / CONFERENCES / SEMINARS / TRAVEL

THE LAS GALLINAS VALLEY SANITARY DISTRICT

WHEREAS, the Board of Directors has determined that a comprehensive list of Policies and Procedures for the Board of Directors is in the best interest of the District.

WHEREAS, the Board of Directors has compiled a comprehensive list of Policies and Procedures to serve as the rules and regulations of the Board of Directors.

WHEREAS, the Board of Directors did adopt such comprehensive list of Policies and Procedures on July 9, 2009,

WHEREAS, such policies may need to be updated,

NOW THEREFORE, the Board of Directors of the Las Gallinas Valley Sanitary District approves the following revised policies: Administrative Policy A-01: Travel on District Business and Board Policy B-50: Training / Conferences / Seminars / Travel, copies of which are attached as Exhibit A and Exhibit B by reference incorporated herein.

The previously approved policies for Administrative Policy A-01: Travel on District Business and Board Policy B-50: Training / Conferences / Seminars / Travel are hereby revoked and declared null and void.

If any policy or portion of a policy contained within the Policies and Procedures is in conflict with rules, regulations, or legislation having authority over the Las Gallinas Valley Sanitary District, said rules, regulations or legislation shall prevail.

The Policies and Procedures shall remain in effect until amended by at least a majority vote of the Board of Directors.

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I hereby certify that the forgoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a meeting thereof held on the 13th day of May, 2013, by the following vote of the members thereof:

AYES, and in favor thereof Members: Clark, Elias, Murray, Schrieberman
NOES, Members: none
ABSENT, Members: Greenfield
ABSTAIN, Members: none

Carolyn A. Memmott
Carolyn A. Memmott, District Secretary

APPROVED:

Megan Clark
Megan Clark, President of Board of Directors



(seal)

ADMINISTRATIVE POLICY

TRAVEL ON DISTRICT BUSINESS

A-01

The general District Travel Policy is detailed in this Administrative Policy as it applies to attendance by District employees at extended meetings, conferences and seminars, which may sometimes involve more than one (1) day outside of the LGVSD District offices. This policy will be amended from time to time to reflect changes made to the Board Policy B-50 – Training/Conferences/Seminars/Travel.

1. General Rules

- (a) The meeting, seminar or conference must be beneficial to the Las Gallinas Valley Sanitary District and have a public interest and purpose resulting, or tending to result, in an increased efficiency in sanitary sewer district administration and a more complete understanding of operations of the Las Gallinas Valley Sanitary District.
- (b) The General Manager shall approve all travel/training by utilizing the Absence and Overtime Request Slip.
- (c) Budgetary approval should be obtained from the General Manager for all travel in excess of one (1) day, utilizing the Absence and Overtime Request Form along with an estimate of costs.
- (d) Compensating time off or overtime shall be authorized in accordance with current laws, FLSA, and the District MOU. Should the occasion arise that would require compensating time off or overtime, authorization will be specifically noted and granted by the General Manager.

2. Out of State Travel

Out of State travel shall be approved in advance by the General Manager.

3. Expenses

The emphasis is upon reasonable and proper expenses. It is assumed that all employees will use good judgment. Education travel is a privilege. The General Manager and Administrative Services Manager reserve the right to challenge any item of expense if it appears unreasonable.

(a) Registration

When possible, registration fees should be paid for with the District's credit card. If necessary, advance prepaid registration may be arranged by submitting a check request.

(b) Expense Advance

Expenses advanced for meetings, conventions, and similar group conferences needed for meals and general expenses shall not exceed one hundred dollars (\$100.00) per calendar day of the authorized absence. It is preferred that employees first utilize their District credit card (if applicable) and then personal credit card or other personal funds for general expenses while attending such meetings with reimbursement upon filing the Expense Form / Request for Reimbursement. In the unusual event that an advance is absolutely necessary, it will be issued on the regularly scheduled warrant

list preceding the conference, seminar, training, or workshop. Expense advance requests must be submitted a minimum of two (2) weeks prior to attendance by utilizing the Expense Form/Request for Reimbursement.

NOTE: Cancellation Policy

When an employee's attendance at a seminar, conference or meeting is canceled due the employee's dishonest or willful act, or by their gross negligence, any non-refundable expenses incurred by the District related to said employee's attendance, i.e. cancellation fees for air travel or hotel or registration fees etc., shall be the responsibility of the employee.

(c) Petty Cash

Expenses associated with attendance at seminars, conferences, training, and workshops can be reimbursed from the Petty Cash Fund up to twenty-five dollars (\$25.00) only if the following criteria are met:

- (1) The seminars, conferences, training, and workshops do not exceed one (1) day and
- (2) There were no pre-paid expenses i.e. registration, hotel, airfare, cash advance

Documentation should be attached to the Expense Form / Request for Reimbursement for expenses claimed, such as meals, parking and toll receipts, as well as a copy of the agenda or training schedule for the event attended.

(d) Telephone Charges

Employees traveling on District business should utilize their District issued cellular telephones for all work-related communication. It is the employee's responsibility if he/she incurs a telephone charge on the hotel statement. Reasonable hotel Internet access charges are allowed, if necessary, for employees to access District email or computer system.

4. Transportation

The General Manager shall determine the most cost-effective and efficient method of transportation for the purpose of reimbursement.

(a) District Vehicle

Use of a District Vehicle must be approved in advance by the General Manager.

(b) Private Vehicle

Requires General Manager approval prior to the conference. Travel shall be reimbursed at the mileage rate in accordance with the current I.R.S authorized rate. If more than one (1) employee attends a conference by private automobile, the maximum reimbursement will be provided to the vehicle owner. In no event will the District reimburse mileage expenses to more than one (1) employee per vehicle.

(c) Automobile Allowance

As an alternative to providing District pool vehicles for employee use, the General Manager is authorized to provide monthly auto allowance for specified District employees at the rate not to exceed three hundred dollars (\$300.00) per month. The General Manager shall determine the

actual vehicle usage requirements on a case-by-case basis to determine the need for an auto allowance. The process for requesting automobile allowance should be as follows:

- (1) Employee documents actual monthly mileage on the Expense Form/Request for Reimbursement.
- (2) Employee provides other factual information as to why automobile allowance should be allowed such as the number of call-outs or meetings that are attended during the month.
- (3) Employee provides information to their Supervisor who makes recommendation to the General Manager.

Employees who receive an automobile allowance will not be provided any additional mileage reimbursement for travel within a 200 mile radius of the District. The General Manager shall determine approval of reimbursement for mileage at the authorized IRS rate for employees who receive an automobile allowance when attending conferences and/or training events outside of the 200 mile radius.

(d) Commercial Transportation

Commercial transportation should be arranged through the District and may be paid by District credit card. The District will reimburse commercial transportation expenses for a coach class or equivalent and will not reimburse for business or first class travel. Reasonable requests for additional costs will be subject to approval by the General Manager.

(e) Rental Vehicles

Rental vehicles may be authorized by the General Managers or designee when local transportation facilities are inadequate.

When using a rental car, PHYSICAL DAMAGE INSURANCE COVERAGE should be purchased from the rental agency. Liability insurance coverage should be waived.

5. Lodging

Lodging may be reserved by using a District credit card. Lodging is allowed from the night preceding the opening of the conference, depending upon the schedule of events and through the night preceding the close of the conference or seminar. The night following the conference may be allowable only with the approval of the General Manager.

Hotel and airline tickets that are prepaid (i.e. Internet purchases) by the employee will be reimbursed by the District. In order to be reimbursed, the General Manager must receive a completed Expense Form/Request for Reimbursement along with documentation and/or receipts from the hotel/airline.

6. Meals

If you need to travel or attend a training session during your normal meal time(s) and meals are not provided, you may be eligible for reimbursement from the District. Meal reimbursement for breakfast is for purchases between the hours of 5:00 am and 12:00 noon, for lunch between 12:00 noon and 5:00 pm and for dinner between 5:00 pm and 11:00 pm.

The District follows Internal Revenue Service (IRS) guidance to determine meal reimbursement limits, which are released on October 1st each year. See the Meal Reimbursement Breakdown for the current year on Attachment 1.

"Reasonable" travel time is allowed before and after the conference. Employees shall be allowed to skip a meal in order to expend more for another meal during the same day. For instance, an employee will be able to skip breakfast and expend more on their dinner meal. However, in no case shall the total meal reimbursement exceed the current meal reimbursement limits in any one day.

The District will pay only for the actual cost of meals up to the reimbursement limit and itemized receipts will be required. In lieu of submitting actual receipts, the District will allow employees to receive a per diem meal allowance up to the maximum limits; however, if employees use a District credit card, itemized receipts will be required for documentation and the flat per diem allowance is not permitted.

It is expected that employees will use good judgment in the request for reimbursement. The District will not reimburse for alcoholic beverages. The employee will not be reimbursed for meals where there is a meal provided as part of the seminar/conference. For example, if a continental breakfast is served as part of a conference, there will be no additional reimbursements allowed for breakfast and the maximum breakfast limit amount will be subtracted from the per diem allotment. It is also understood that registration fees and airline tickets sometimes include meals for which the employee will not be additionally reimbursed.

7. Approved and Non-Approved Expenses While on Travel Status

<u>Approved for Reimbursement</u>	<u>Not Approved for Reimbursement</u>	<u>Discretionary Items for Reimbursement</u>
Registration	Dry Cleaning	Reasonable Baggage Charges
Lodging	Laundry	
Transportation/mileage	Alcoholic Beverages	
Meals	Snacks	
Receipted Parking Fees	Entertainment	
"Official Phone Calls"	In-Room Movies	
Daily Internet Service Charge	Recreation	
Bridge Tolls	Clothing, etc.	
Hotel Parking		
Airport and/or Shuttle Parking		
Exercise Equipment Usage (\$15 maximum per day)		


8. Expense Report

An Expense Form /Request for Reimbursement shall be filed within thirty (30) days of return from authorized travel. Any balance of the advance must be returned upon returning from travel. A copy of appropriate documentation describing the seminar or conference shall be attached to the Expense Form / Request for Reimbursement. Hotel bills for items charged to the room are not adequate for documentation for food expenses. A separate receipt itemizing eligible food expenses is required, unless using the per diem allowance for reimbursement. If there are eligible expenses incurred where a receipt is not provided or if a receipt is lost, a Receipt Affidavit form can be filled out to serve as a replacement. However, using a Receipt Affidavit form is to be used only in unusual situations.

Fully complete the Expense Form / Request for Reimbursement. Include all prepaid expense items in the detail of the report. A properly completed report should show all expenses of the conference.

Additional advances will not be issued to persons currently delinquent on any expense reports. If you fail to submit an Expense Form / Request for Reimbursement, the amount of the advance will be included as part of your taxable income.

Any amounts due the employee will be paid on the regular warrant list or if under fifty (\$50) through petty cash.

Approved: 
Mark R. Williams, General Manager

Date: 5/20/13

ADMINISTRATIVE POLICY**TRAVEL ON DISTRICT BUSINESS****A-01****2013 MEAL REIMBURSEMENT BREAKDOWN**

Per the U.S. General Services Administration, the table below lists 2013 reimbursement amounts in the lower 48 continental United States (currently ranging from \$46 to \$71). In order to determine the correct meal reimbursement limits, first determine the location where you will be working while on official travel. You can look up location-specific information at www.gsa.gov/perdiem. Find the daily total expense limit for your travel area and then refer to the table below for specific meal reimbursement limits.

Per Diem Daily Total	\$46	\$51	\$56	\$61	\$66	\$71
Continental Breakfast/Breakfast	\$9	\$10	\$11	\$12	\$13	\$14
Lunch	\$14	\$15	\$16	\$18	\$19	\$21
Dinner	\$23	\$26	\$29	\$31	\$34	\$36

Please see the 2013 Per Diem Rates, effective October 1, 2012 for travel in California on the following page.

FY 2013 Per Diem Rates - Effective October 1, 2012

State	Primary Destination	County	Season Begin Date	Season End Date	M&IE Rate
	Standard CONUS rate applies to all counties not specifically listed. Cities not listed may be located in a listed county.				\$46
CA	Antioch / Brentwood / Concord	Contra Costa			\$66
CA	Bakersfield / Ridgecrest	Kern County			\$51
CA	Barstow / Ontario / Victorville	San Bernardino			\$56
CA	Benicia / Dixon / Fairfield	Solano			\$56
CA	Death Valley	Inyo			\$46
CA	Eureka / Arcata / McKinleyville	Humboldt	October 1	May 31	\$61
CA	Eureka / Arcata / McKinleyville	Humboldt	June 1	August 31	\$61
CA	Eureka / Arcata / McKinleyville	Humboldt	September 1	September 30	\$61
CA	Fresno	Fresno			\$61
CA	Los Angeles	Los Angeles, Orange, Ventura, and Edwards AFB, less the city of Santa Monica			\$71
CA	Mammoth Lakes	Mono			\$61
CA	Mill Valley / San Rafael / Novato	Marin			\$56
CA	Modesto	Stanislaus			\$51
CA	Monterey	Monterey	October 1	June 30	\$71
CA	Monterey	Monterey	July 1	August 31	\$71
CA	Monterey	Monterey	September 1	September 30	\$71
CA	Napa	Napa	October 1	November 30	\$66
CA	Napa	Napa	December 1	March 31	\$66
CA	Napa	Napa	April 1	September 30	\$66
CA	Oakhurst	Madera	October 1	April 30	\$56
CA	Oakhurst	Madera	May 1	August 31	\$56
CA	Oakhurst	Madera	September 1	September 30	\$56
CA	Oakland	Alameda			\$61
CA	Palm Springs	Riverside	October 1	December 31	\$71
CA	Palm Springs	Riverside	January 1	May 31	\$71
CA	Palm Springs	Riverside	June 1	August 31	\$71
CA	Palm Springs	Riverside	September 1	September 30	\$71
CA	Point Arena / Gualala	Mendocino			\$66
CA	Redding	Shasta			\$61
CA	Sacramento	Sacramento			\$61
CA	San Diego	San Diego			\$71
CA	San Francisco	San Francisco	October 1	October 31	\$71
CA	San Francisco	San Francisco	November 1	August 31	\$71
CA	San Francisco	San Francisco	September 1	September 30	\$71
CA	San Luis Obispo	San Luis Obispo	October 1	June 30	\$66
CA	San Luis Obispo	San Luis Obispo	July 1	August 31	\$66
CA	San Luis Obispo	San Luis Obispo	September 1	September 30	\$66
CA	San Mateo / Foster City / Belmont	San Mateo			\$61
CA	Santa Barbara	Santa Barbara	October 1	June 30	\$66
CA	Santa Barbara	Santa Barbara	July 1	August 31	\$66
CA	Santa Barbara	Santa Barbara	September 1	September 30	\$66
CA	Santa Cruz	Santa Cruz	October 1	May 31	\$66
CA	Santa Cruz	Santa Cruz	June 1	August 31	\$66
CA	Santa Cruz	Santa Cruz	September 1	September 30	\$66
CA	Santa Monica	City limits of Santa Monica			\$71
CA	Santa Rosa	Sonoma			\$61
CA	South Lake Tahoe	El Dorado			\$71
CA	Stockton	San Joaquin			\$56
CA	Sunnyvale / Palo Alto / San Jose	Santa Clara			\$56
CA	Tahoe City	Placer			\$61
CA	Truckee	Nevada	October 1	November 30	\$71
CA	Truckee	Nevada	December 1	February 28	\$71
CA	Truckee	Nevada	March 1	September 30	\$71
CA	Visalia / Lemoore	Tulare and Kings			\$61
CA	West Sacramento / Davis	Yolo			\$51
CA	Yosemite National Park	Mariposa	October 1	May 31	\$71
CA	Yosemite National Park	Mariposa	June 1	August 31	\$71

Training/Conferences/Seminars/Travel**B-50**

PURPOSE: This policy establishes the rules for attendance at training, conferences, seminars and other travel.

Since trips and travel expenses for training, conferences and seminars are being paid for with public funds, it shall be the responsibility of the official undertaking the trip to make every effort to attend the entire conference and/or as many sessions as possible to attain maximum benefit. Board members will limit expenses being borne by the District to be within the allowed limits.

B-50-10 Attendance Encouraged, but Limit on Number of Conferences. Board Members are encouraged to attend educational training, conferences and seminars, and serve as representatives of the District at professional meetings that clearly benefit to the District and are directly related to improving the operation of the District. In general, Board Members are limited to four (4) conferences or seminars per year for which the District will pay expenses per the approved usual and reasonable travel related reimbursement chart below. For multi-day conferences, compensation shall be at a maximum of one meeting per day. Board Members are required to submit a Meeting Attendance Request or a Conference Registration Form in advance of the requested travel. In order to receive approval for reimbursement, the requests should be submitted at least five business days prior to the Board Meetings.

B-50-20 Usual and Reasonable Costs. The Board will comply with Government Code §53232.2. The District will pay all usual and reasonable costs associated with attendance at approved training, conferences, seminars, and other travel, including, but not limited to, registration, lodging, mileage, meals, ground transportation and travel. Meal reimbursement for breakfast is for purchases between the hours of 5:00 a.m. and 12:00 noon, for lunch between 12:00 noon and 5:00 p.m. and for dinner between 5:00 p.m. and 11:00 p.m. Usual meal related expenses shall adhere to the current District per diem amounts, which are pursuant to the prevailing U.S. General Services Administration's (GSA) current breakdown of meal reimbursement expenses per Internal Revenue Service (IRS) guidance. Itemized receipts are required, unless using the per diem method of reimbursement.

Hotel receipts are not adequate for documentation for food expenses. The expenses shall be presented to the Board for approval through the normal administrative process.

B-50-30 Report to Board. A Board member who attends a conference/seminar/etc. for which the District has paid expenses shall make an oral or written report to the Board, detailing what was learned that benefits the District.

Resolution No.

Date Approved: May 13, 2013

President of the Board

Supersedes: December 13, 2012