

SANITARY DISTRICT NO. 5 OF MARIN COUNTY

SUBJECT: TRAVEL AND MEETINGS

Approved: August 20, 2013

- I. **PURPOSE:** To provide procedures for payment of expenses associated with District meetings, seminars, conferences and travel. These expenses include registration, travel, lodging, meals and incidental expenses while attending training, seminars, conferences and meeting of professional organizations and/or other agencies.
- II. **POLICY:** The District will pay for the standard expenses associated with travel, meeting, training, seminar and conference attendance.
- III. **RESPONSIBILITY:** It shall be the responsibility of the District Manager to administer compliance with this procedure.

- A. **Authorization:** Board members may attend CASA or other meetings, seminars, training sessions, and conferences approved in the annual budget by the District Manager.

Authorization for employee attendance for seminars, conferences or meetings and all out-of-state travel and unbudgeted travel shall reside with the District Manager.

Employees shall submit a request for training as early as possible to allow the District to take advantage of early registration discounts and the lowest airfares. When there is a discount available for early registration and the action/inaction of the employee directly contributes to missing the early registration deadline, employee(s) registering later, at a higher cost, will pay the difference, unless waived by the District Manager.

B. **Expenses:**

1. **Compensation:** Board members will be compensated as directed by the latest "Rules of Procedure of the Sanitary District No. 5 of Marin County".
2. **Registration:** The District shall pay registration or seminar fees for Board members or employees only.
3. **Transportation:**
 - a. **Airfare:** The District shall pay airfare to and from the meeting for Board members and employees not using either District or private vehicles.
 - b. **District Vehicles** should be used for travel whenever possible. The use of District vehicles shall be limited to official District business and travel. Whenever possible, employees shall carpool.

Personal Vehicle: If a District vehicle is not available or if a Board member or employee chooses to drive his/her own personal vehicle, he/she shall be reimbursed based on the current mileage allowance provisions of the Internal Revenue Service up to the lowest applicable coach airfare value, for the total miles driven on District business. Advance written authorization from the District Manager is required in order for a District employee to use his/her personal vehicle while traveling on District business.

- c. The District shall rent not more than one automobile for persons attending any particular conference unless authorized by the Board. If the automobiles are kept beyond the last day of the meeting, the Board member or employee shall pay the costs for that additional rental. The District shall pay for costs associated with emergency rental of cars if that is necessary. All rental cars shall be coordinated with the District Manager. Consideration should be given to whether taxicabs will provide a less expensive alternative to renting a car. Employees who use a personal vehicle for their own convenience will not be paid mileage allowance.
4. **Lodging:** The District may arrange and pay for lodging for each day's attendance at a meeting unless otherwise authorized by the Board. In addition, the District will pay for lodging one day prior to the meeting if the Board member or employee must travel a day ahead to be present when the conference or seminar begins.
- a. Employees will pay for incidentals; allowable expenses may be reimbursed by claiming on the Expense Report. Allowable expenses for lodging include telephone calls or faxes related to District business.
 - b. Lodging should be at the Conference hotel if applicable; otherwise, employees should choose the least expensive alternative.
 - c. If any employee's spouse/guest accompanies the employee, the District will be reimbursed for any additional cost incurred.
5. **Meals:** The District will provide a \$45 a day meal allowance for each day of attendance at meetings. Per Diem shall be paid based on the minimum number of days and hours required to transact District business. The minimum number of days will include the number of days required for attendance at the meeting, plus allowance for reasonable travel time to and from the location. The actual payment for all meals shall be the responsibility of the Board member or the employee.

Business Meals: To qualify as a business meal, the employee must substantiate the identity of the participants and the business purpose of the discussion. An employee dining alone cannot have a business meal.

Employees may be reimbursed for the cost of business meals, when listed on the Expense Report and accompanied by substantiation and receipts.

6. **Miscellaneous:** Miscellaneous expenses such as taxi fares, tips, bridge tolls, business-related phone calls and parking fees associated with meeting attendance will be paid by the District.

7. **Reimbursement:** The Expense Report Form should be used to report all conference, seminar or meeting related expenses. This form should be submitted to the District Manager within two weeks of the end of the conference and must provide detailed information on the expenses associated with the conference, seminar or meeting. All receipts for any expenses exceeding \$10.00, except meal expenses, must be attached. The form must be signed by the individual submitting the claim and will be reimbursed by the normal bill-paying procedures subsequent to approval by the Supervisor and/or District Manager.