

POLICY 3008 TRAVEL AND PER DIEM

3008.1 Policy

3008.2 Travel Authorization and Arrangement

When it is necessary for staff to attend meetings, outside trainings, or to travel outside the District, various modes of transportation, lodging accommodations, and meal alternatives are available. To control costs and to promote reasonable travel-related expenditures, the following policy shall be followed for all District travel:

1. District staff may not attend conferences unless approved in advance by the General Manager, or designee.
2. When possible, employees will request business-related travel with enough advanced notice (generally 14 to 21 days) to take advantage of available discounts for registration, airfare, and lodging.
3. Travel arrangements will be made by the HR Administrator.

3008.2.1 Travel Reimbursement

Personnel will be reimbursed for reasonable and documented expenses incurred when employees are required to travel on District business. Meals and mileage are reimbursed on a per diem rate based on the U.S. General Services Administration (GSA) guidelines, which vary by city location. Employees must be one-hour or more from their residence to utilize reimbursement of meals; alcoholic beverages are not a qualifying expense.

Personnel are required to keep all receipts for which they plan to request reimbursement. Employees will submit an expense reimbursement form with all receipts to the Accounting Supervisor within ten business days.

3008.2.2 Transportation

For business travel outside the Northern California area, employees are expected to travel by air.

If District personnel wish to deviate from the reasonable arrival or departure time period for personal reasons, any excess travel time may be unpaid and will require General Manager approval in advance. Additional expenses, including meal and lodging costs, resulting from excess travel due to the employee's deviation will be at the individual's expense (that is, not a business expense reimbursable by the District).

Use of a private car (when authorized in advance) for District travel will be reimbursed at Internal Revenue Service (IRS) Standard mileage rates (IRS.gov) in effect at the time of travel. A copy of the employee's proof of automobile insurance must remain on file with the HR Administrator. In cases where more than one person is attending the same event, they will be strongly encouraged to travel together, and mileage reimbursement would be for one vehicle.

3008.2.3 Car Rentals

When traveling on District business, the use of rental cars is discouraged, and requires prior authorization from the General Manager, or designee. Airport shuttle service, buses, or taxis should be utilized between airports and hotels or meeting locations if within 30-miles.

When renting a car for District business, insurance and other extras should not be requested. Contingent upon the rental company's policy, the gas tank will be topped off to avoid an additional expense. Personnel may then claim reimbursement from the District for the car rental and gas with the proper receipts.

3008.3 Lodging Reimbursement

Lodging receipts that meet GSA per diem requirements must be submitted by the employee within 10-days following travel for reimbursement. Lodging reimbursement may be requested when traveling outside of Lake County overnight or when attendance at events is for two or more consecutive days. Lodging reimbursement for the night prior to the beginning of an event may be allowed only if time and/or travel schedules prohibit travel at reasonable hours on the first day of the event. Generally, reimbursement would be allowed if the event begins prior to 9:00 a.m. (and is outside of Lake County) or is out of the state. Ordinarily, no lodging reimbursement will be allowed for the night following the event, except under circumstances beyond the control of personnel (i.e., flight canceled).