



EMPLOYEE TRAVEL GUIDELINES AND REIMBURSEMENT POLICY

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Administering Entity: Board of Directors and General Manager and Administrative Assistant

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Approved By: Board of Directors

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Responsibility for Review: Board of Directors and General Manager

Purpose for Employee Travel Guidelines and Reimbursement Policy

To establish procedures for authorizing and paying expenses for employees of the CCCSD to attend conferences, seminars, meeting and other in-person events while conducting official CCCSD business in accordance with the provisions herein and the UPEC MOU dated February 2023.

POLICY

Travel requests to attend conferences, seminars, meetings and other in-person events away from the worksite must be approved in advance. Generally, only the General Manger and Department Supervisors or the Administrative Assistant will attend conferences or training activities. On occasion a CCCSD Board of Director will attend these meetings, please refer to the reimbursement policy for CCCSD BOD for their reimbursement of expenses.

It is the individual employee who is responsible for the accounting of travel expenses, and they must turn in the proper documentation, along with detailed receipts in order to be reimbursed.

Expenses are allowed only for the CCCSD employee. Expenses associated with other individuals are not the responsibility of CCCSD and will not be reimbursed.

Employees traveling the day before or the day after the activity or meeting may do so during working hours, provided they take no more time than is necessary to arrive at their destination. Any additional time must be taken off their vacation time. These arrangements must be approved in advance by the General Manger.

DEFINITIONS

Business travel expenses within this policy are defined to include:

- Registration fees
- Airfare
- Personal vehicle mileage
- Ground travel (e.g., commuter train, ride share, taxi, or rental car)
- Parking tolls
- Lodging
- Meals
- Service-related tips
- And other related expenses which are reasonable and customary, as applicable, to attend offsite meetings, conferences and events directly related to an employee's CCCSD work.

Ineligible business travel expenses as defined in this policy include (but are not limited to) the following:

- Alcoholic beverages
- Laundry
- Dry Cleaning or pressing of personal items
- Entertainment
- Magazines
- Newspapers

Local business travel expenses are defined as those within the State of California and 250 miles from the employee's permanent work location.

PROCEDURES

1. Receive authorization for travel given by the CCCSD Board of Directors for the General Manager and by the General Manager for all other employees.
2. All Non-local travel must be approved by the CCCSD Board of Directors.

3. All Travel Authorizations Requests will be accompanied by a memorandum which will provide the following information:
 - Purpose of Request
 - Benefit to CCCSD
 - Benefit to the Employee
 - Other relevant information to substantiate travel request

4. All reimbursable expenses will be accompanied by original receipts.
5. All reimbursements will be made on a Petty Cash Form and paid in cash or check to the employee after approval.

TRANSPORTATION

The means of transportation shall be determined by time and distance factors. 250 miles is considered local travel and airfare will not be reimbursed. If over 250 miles airfare can be discussed, and coach airfare and airport transportation service is considered to be adequate. Taxicabs, rideshares and rental automobiles will be approved if the circumstances justify their use. If rental automobiles become necessary for ground transportation, midsize cars, when available and suitable will be used. Use of long-term airport parking facilities is encouraged.

It is desirable that employees use a company vehicle for all out-of-town travel whenever possible.

When an approved meeting etc. is a distance of 250 miles or more from the CCCSD office, CCCSD will pay for airfare, provided it is less expensive than mileage, lodging and per diem meals for additional days necessary to travel by automobile.

MILEAGE REIMBURSEMENT

Travel by personal vehicle will be reimbursed at the rate provided by IRS regulations. If one or more segments of a trip begins or ends at the employee's home, the normal commute mileage must be subtracted from the miles claimed. This provision only applies to normally scheduled workdays.

When deciding economical travel methods (e.g., airplane vs. car) the cost of the method of travel chosen plus the extra meals and/or lodging costs incurred due to the longer travel time, as well as the cost of work time lost, should be taken into account by the District Manger or the CCCSD Board of Directors before approval of the travel method.

PER DIEM MEAL COSTS

The UPEC MOU dated February 2023 will be used to determine the meal reimbursement maximum limits as follows, including tax and tip:

- \$10.00 for Breakfast
- \$15.00 for Lunch
- \$25.00 for Dinner
- Or a total of \$50 per day, whichever is less

Meal reimbursement should not be claimed for meals that are to be provided by the conference/event.

LODGING COSTS

The most economical lodging option available should be utilized. Typically, employees will stay at the conference host hotel, however there are situations where the host hotel is fully booked, and the employee must make other arrangements. Employee safety is paramount when selecting economical lodging.

When an approved activity or meeting is a distance of 150 or more miles from the CCCSD office and begins prior to 10:00 AM, the District will pay for lodging for the night before.

When returning from an out-of-town activity or meeting, a distance of 150 or more miles from the CCCSD office, if the activity or meeting ends by 6:00 PM, the employee traveling is expected to return that night. If they choose to stay an additional night, the CCCSD will not pay for an additional night of lodging, meals, etc. If the employee has a regularly scheduled workday the next day, vacation must be requested and approved in advance by the General Manager for the missed work hours.

TRAVEL EXPENSE REPORT

Within ten (10) working days after return from travel a detail listing of all travel expenses should be turned into the employee's Department Supervisor organized by the date and expense type and a Petty Cash Form should accompany the report with original receipts. No personal expenses should be turned in for reimbursement.