

DIABLO WATER DISTRICT

REGULATION NO. 112

REIMBURSEMENT OF TRAVEL EXPENSES

Section I. Overview

- A. This regulation applies to travel and associated expenses incurred by Directors and employees while conducting business and operations for the District.
- B. Whenever possible, travel expenses must be paid for in advance via a District credit card or direct payment to vendor(s) through Accounts Payable.
- C. For any travel-related reasonable accommodation requests, please submit to Human Resources.

Section II. Allowable Transportation Expenses

- A. Transportation is expected to be conducted by the most economical means possible. If an alternate mode of transportation is chosen solely based on personal preference (e.g., opting to drive instead of flying, even if flying is more cost-effective), reimbursement will be based on the most economical option. In this case, reimbursement will be issued for the equivalent cost of a standard airplane ticket instead of the standard mileage rate.
- B. Travel by District Vehicle

1. Employees provided with District vehicles are expected to use them when it is the most economical means of transportation and only when the destination is within a 200-mile radius of the District. Otherwise, employees will be reimbursed for the most economical mode of travel (e.g., mileage, flight).
2. Employees choosing not to use their District vehicle solely based on personal preference will only be reimbursed for gas receipts incurred during the required travel period, not for mileage.

C. Travel by Privately Owned Vehicle

1. Travel by privately owned vehicle will be compensated at the then current Standard Mileage Rate by the Internal Revenue Service.
2. Each time an employee (excluding the General Manager) is called out, mileage compensation is limited to within 40 miles of District facilities, as defined in Regulation 106.

D. Other Transportation Expenses

1. Transportation services (Taxi, Uber, etc.) are reimbursable within the travel area including a tip, not to exceed 15%.
2. Bridge tolls incurred while traveling for District business are reimbursable.
3. Parking fees, including but not limited to parking garage, hotel, and airport parking fees, are reimbursable.

- E. Standard airline baggage fees that are not included with the flight fare are reimbursable.

Section III. Other Allowable Expenses

A. Travel Time Compensation

1. Based on the Fair Labor Standards Act (FLSA), non-exempt staff will be compensated for time spent traveling for work-related purposes. They will be compensated at their normal hourly rate for travel during regular business hours. If travel exceeds their regularly scheduled number of work hours, they will be compensated at their overtime rate.
2. Compensable travel time includes time spent driving or being a passenger on an airplane, train, bus, taxi, or ride-share until arrival at the destination hotel/event. Time spent taking rest breaks to eat a meal, sleep, or engage in personal activities unrelated to travel (such as spending an extra day in a city before or after a conference) is not compensable.
3. Directors will be compensated for travel time in accordance with Regulation 113.

B. Overnight Accommodations

1. For travel requiring overnight accommodation, it is encouraged to stay at the recommended hotel for the conference or training,

unless that hotel is fully booked, in which case they should choose the next nearest location.

- i. Overnight accommodation must be in the median price range for hotel single occupancy.
- ii. Directors and employees have the option to stay the night before if the start time is early morning, considering travel time.

C. Meals

1. Meals at the regular menu charge plus tip, not to exceed 15%.
 - i. Alcohol and recreational expenses are not eligible for reimbursement. Non-reimbursable items must be excluded from receipts submitted for reimbursement.

D. WIFI

1. WIFI expenses incurred for exclusive business use are allowable.

Section IV. Expense Reports

- A. For all conferences/trainings, a *Travel Authorization Form* must be completed prior to travel.
- B. A *Travel Reimbursement Form* must be submitted within one week of returning to work for reimbursement.
- C. All expenses must include itemized receipts and mileage detail.