

# POLICY MANUAL

Date Adopted: July 18, 1983

Date Last Amended: 08/08/83; 12/12/89; 04/13/99

Classification: GENERAL ADMINISTRATION

Subject: Travel

Approved By:



1. All District staff travel within the state, may be approved by the General Manager when such travel is required by organizational memberships of the District, representational responsibilities of employees, or for training determined necessary to the function and purpose of the District, and sufficient funds to cover such expenses are provided within the adopted budget.
2. All District travel by Directors, or out-of-state travel by staff shall require advance approval by the Board of Directors. The Directors may provide such approval through the Budget approval or on a case-by-case basis, at the discretion of the Board.
3. All District travel requirements involving expenses in excess of the adopted budget, shall require the specific authorization of the Board of Directors in advance of the proposed travel event.
4. In those cases in which an important travel event involving expenses in excess of the budget arises without sufficient notice to secure approval at a regularly scheduled meeting of the Board of Directors, approval of the Administration Committee of the Board of Directors shall be required in advance of the proposed travel event.

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5. All travel and entertainment related expenses, wherever possible, shall be incurred on the District VISA Card.
6. The District shall pay the actual reasonable costs for all registration, transportation, lodging and meals incurred during authorized travel, except that additional expenses incurred for personal or otherwise non-District purposes shall be paid by the individual.
7. Staff requesting travel authorization must submit a completed "Request for Travel" form to either the General Manager, District Engineer or Assistant General Manager. The completed and signed form must then be given to the staff member's Office Assistant. The Office Assistant will then make all necessary registration, reservations, and travel and lodging arrangements and prepare a District Standardized Travel Itinerary. The itinerary will be distributed to the staff member(s) for whom travel is authorized, to the staff members' department manager, and to the Office Manager.

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8. All travel and entertainment related expenses and requests for reimbursement shall be submitted by the employee or director to the District bookkeeper on a "Statement of Expenses and Reimbursement" form together with appropriate expense receipts or statements.
  
9. All travel related expenses shall be summarized and reported to the Board of Directors each month, such reports listing the nature of the expense, the amount, the person incurring the expense and the date.
  
10. All transportation, lodging and meal expenses incurred on behalf of non-District employees, Directors or contractors shall be considered district expenses when they satisfy the requirements of paragraph number 1. All such expenditures shall be reported on, and submitted to the District bookkeeper on the "Statement of Expenses and Reimbursements" form and shall be reported to the Board of Directors pursuant to paragraph number 8.
  
11. All expenses reported to the Board shall be reviewed by it and approved or disallowed. Any expense disallowed by the Board of Directors must be immediately reimbursed by the individual incurring such expense.

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12. The District shall provide one direct round trip economy or coach class ticket covering the required travel event necessitating air transportation. In general the least expensive form of travel (e.g., car, plane) shall be used, giving consideration to the event schedule and employee well being.
13. To the extent travel premiums, such as free rental car days and hotel stays are accrued in the District corporate account through payment by the District of such travel expenses, these premiums shall be used to reduce future District travel expenses.
14. An expense advance may be paid in cash, where determined appropriate. The balance of such advance, together with the required "Statement of Expenses and Reimbursement" form, shall be submitted to the District bookkeeper at the conclusion of the travel event.
15. Matters not specifically addressed by District policy shall be considered by the Board of Directors on a case-by-case basis.