

**SAN MATEO COUNTY FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT
ADMINISTRATIVE MEMORANDUM NO. 2**

TRAVEL AND EXPENSE REIMBURSEMENT POLICY

The San Mateo County Flood and Sea Level Rise Resiliency District (the “District”) Travel Policy is intended to establish consistent, efficient, and effective guidelines for District employees and officials when traveling on District business.

I. PURPOSE AND APPROPRIATENESS OF TRAVEL

Travel on District time and at District expense will be permitted for *bona fide* business reasons that will benefit the District and its mission within the County of San Mateo (the “County”). Occurrences that would require an employee or member of the District’s Board of Directors (Board) to travel include, but are not limited to, official business of the District at conferences, education, appearances before local, state, and federal administrative agencies, legislative bodies, and judicial proceedings or when otherwise serving in an official capacity representing the District.

II. REIMBURSEMENT FOR TRAVEL EXPENSES WITHIN THE COUNTY

Reimbursement for expenses incurred while travelling on District business within the County limits is limited to transportation costs. The District will reimburse employees and Board members for travel in their own automobiles at the rate determined by the Internal Revenue Service. Whenever practical, District employees are encouraged to carpool or use public transportation for District related business travel within the County limits.

The above reimbursement restrictions are limited to travel-related expenses and do not limit reimbursement for the actual costs of expenses reasonably incurred in the performance of official duties, such as business-related meals within the County. However, reimbursement for business-related meals requires approval by the Chief Executive Officer (CEO) or designee.

III. REIMBURSEMENT FOR TRAVEL EXPENSES OUTSIDE THE COUNTY

Reimbursement for expenses incurred while travelling on District business outside County limits shall include:

- Meals (*see* section IV below for further policy guidelines)
- Lodging
- Transportation
- Incidentals (e.g. tips, baggage transfers)

Such expenses must be necessary and reasonable.

IV. ALL TRAVEL

When traveling on District time and at District expense, employees should adhere to the following:

A. Advance Planning

Business travel should be planned in advance whenever possible to obtain the lowest possible rates. Reduced rates and fares can generally be obtained by booking in advance.

B. Lodging

Government and group rates offered by a provider of lodging services shall be used when available. If such rate is not available, the maximum reimbursement rate shall be limited to the Continental United States (CONUS) current rate as set forth in the Code of Federal Regulations or double the amount of the CONUS current rate for CONUS designated high cost of living metropolitan areas. If the lodging is in connection with a conference or organized educational activity, reimbursement for lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor.

Current CONUS rates can be found at www.gsa.gov/perdiem.

1. Air Transportation

Employees shall use coach or economy classes of air travel accommodations. Government and group rates offered by a provider of transportation services shall be used when available.

2. Ground Transportation

Employees shall use the least expensive and most efficient form of ground transportation (including carpooling and Public transportation).

3. Meals

Reimbursements will only be provided for meals incurred for one's self during business travel when all the following criteria are satisfied.

- The meal was purchased outside of the County limits;
- The cost of the meal was reasonable and not excessive; and
- The travel required an overnight stay.

The above reimbursement restrictions are limited to meals incurred for one's self as a result of travel away from the District's home area (in conjunction with an overnight stay) and do not limit reimbursement for the actual costs of expenses reasonably incurred in the performance of official duties, such as business-related meals outside the County. However, business-related meals require CEO or designee approval.

The maximum reimbursement for the actual cost of travel-related meals for one's self, (in conjunction with an overnight stay) will be limited to CONUS rates except that for CONUS designated high cost of living metropolitan areas, the maximum reimbursement rate shall be limited to double the amount of the CONUS current rate.

i. Weekend Travel

Reimbursement for Saturday or Sunday travel will be made when adequate justification is provided on the travel expense reimbursement form.

ii. Out-of-State Travel

All out-of-state travel for meetings and conferences must be approved by the CEO or designee.

V. ADVANCE CLAIMS

An advance claim for travel may be submitted if a Board member or employee needs money to defray out-of-pocket expenses, up to a maximum of \$1,000. Such requests must be made at least five (5) working days before travel is to commence. Receipts to support the use of such advances must be provided and accounted for on a travel expense reimbursement form.

Required registration fees for educational courses, conferences, or other meetings may be paid directly to the organization or association conducting such course, conference, or other meeting and the Board member or employee shall not be required to advance the funds therefor.

VI. EXPENSE REIMBURSEMENT

Expenses incurred by the Board members or employees should be submitted for approval and will be reimbursed on a monthly basis. Only one expense reimbursement form per Board member or employee should be submitted for reimbursement during a one-month period. All expenses reimbursement requests shall be approved by the supervisor and/or the CEO or designee.

The Board member or employee shall submit a completed expense reimbursement form with all required documentation and approvals no later than 90 days after the expense was incurred. Any expenses submitted more than 90 days after the expense was incurred will require approval by the CEO.

**APPROVED BY THE FLOOD DISTRICT
BOARD OF DIRECTORS 2-10-2020**