



SCOTTS VALLEY WATER DISTRICT

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Policy

Number:	P100-13-1	Type of Policy:	Administration
Title:	Travel on District Business		
Description:	Set guidelines and reimbursement rates for travel related expenses while on District Business.		
Original Adoption:	11/14/13	Reviewed:	06/20/19
Review Cycle:	5 years	Resolution No.:	14-13

The Scotts Valley Water District will pay for or reimburse travel related expenses only if the travel has been authorized by the General Manager or in the case of General Manager authorized by the Board President.

Meal and incidental expenses are paid/reimbursed by the District on a per diem basis at the Internal Revenue Service (IRS) rate established annually at the beginning of the calendar year. The District will not pay for the meals that are included in the event registration fee or for travel that does not require an overnight stay.

Lodging expenses are paid/reimbursed by the District based on actual costs, provided such expenses are reasonable under the circumstances. If lodging or travel is in connection with an educational conference, seminar, professional meeting, or other similar event, such lodging or travel costs will not exceed the maximum group rate published by the conference or activity sponsor. If the published group rate is unavailable, reimbursement will be for comparable lodging at rates that are reasonable under the circumstances.

Transportation expenses are paid/reimbursed by the District based on actual costs, except that private automobile expenses will be reimbursed at the Internal Revenue Service (IRS) mileage rate established annually at the beginning of the calendar year. The most reasonable method of transportation must be used for each trip, whether by air, automobile, or other type of transportation, with due consideration for time involved in driving to and from the event location. A director or employee who opts to use a method of transportation other than the one most reasonable under the circumstances is responsible for paying the additional costs of that method of transportation.

Registration fees and miscellaneous expenses for parking, tolls, and other reasonable costs are paid / reimbursed by the District based on actual costs.

Receipts are required for all expenses paid/reimbursed based on actual costs. An expense over \$25.00 without a receipt requires a written statement explaining the expense.

Meals, travel, or other expenses for guests are not reimbursable, except when in the case of Directors authorized by the Board of Directors, or in the case of employees, by the General Manager.

All expenses for approved travel may be payable in advance at the request of the Director or employee. Where a special determination is necessary to address a matter not covered under the provisions of this policy, the General Manager will make the final determination.