

## **SALINAS VALLEY BASIN GROUNDWATER SUSTAINABILITY AGENCY**

### **BOARD TRAVEL POLICY**

#### **1. General**

##### **1.1 Purpose**

To establish guidelines and reimbursement rates for travel related expenses associated with Salinas Valley Basin Groundwater Sustainability Agency (Agency) business.

##### **1.2 Applicability**

All current members (Directors) of the Board of Directors, including alternates.

##### **1.3 Approval**

The Agency will pay for or reimburse travel related expenses only if the travel has been authorized by the General Manager and the funds have been appropriated in the current year budget. Where a special determination is necessary to address a matter not covered under the provisions of this policy, the Board of Directors will make the final determination.

#### **2. Eligible Expenses**

##### **2.1 Meal and Incidental Expenses**

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

##### **2.2 Lodging expenses**

Lodging expenses are paid/reimbursed by the Agency 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.

##### **2.3 Transportation expenses**

Transportation expenses are paid/reimbursed by the Agency 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 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.

#### 2.4 Registration Fees and Miscellaneous Expenses

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

#### 2.5 Receipts

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.

#### 2.6 Guest Expenses

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

#### 2.7 Advance Payment

Expenses for approved travel may be payable in advance at the request of the Director.