

DCA ALLOWABLE TRAVEL EXPENSES POLICY

PART I

Pursuant to this Allowable Travel Expenses Policy (“Policy”), the DCA does not generally reimburse vendors for travel expenses. Vendors are required to provide fully inclusive rates that include all taxes, surcharges, expenses and fees, including travel expenses, as part of their negotiated other direct cost rate, which must be incorporated as part of the vendor’s rates set forth in the fee schedule. Vendors will only be reimbursed travel expenses in the following cases:

- Vendor’s agreement with the DCA expressly authorizes such reimbursement; or
- Vendor has requested and received prior written approval from the Executive Director for reimbursement of extraordinary travel expenses not otherwise captured under the negotiated other direct cost rate.

Notwithstanding the foregoing, in the event the vendor’s services are paid for in whole or in part using federal funds and provided such federal funds require compliance with the Federal Acquisition Regulations, the provisions of this Part I are superseded by Part II of this Policy, and all travel expenses will be processed in accordance with Part II of this Policy and applicable provisions of the Federal Acquisition Regulations.

PART II

Reimbursement for travel expenses are specifically excluded, unless expressly authorized by the Executive Director, or his or her designee, in writing and memorialized in a written agreement. If approved in advance in writing by the Executive Director, or his or her designee, the DCA shall reimburse vendor for reasonably incurred actual costs in accordance with this Allowable Travel Expenses Policy (“Policy”), and no markup shall be applied to such actual costs. Expenses incurred without prior approval or which are not in compliance with this Policy may be denied. Any changes from this Policy requires approval by the Executive Director, or his or her designee, in writing. Notwithstanding anything to the contrary and to the extent allowable under existing law, the Executive Director, or his or her designee, may revise this Policy on a case by case basis with such revised Policy incorporated in the applicable agreement.

BILLING AND SUPPORTING DOCUMENTS

Vendors shall submit all supporting documents (receipts, invoices, travel itineraries, etc.) for each expense listed below, unless otherwise stated. Attached receipts should itemize each cost and provide descriptive information so that expenses are separately identified. Failure to submit accurate and complete supporting documents may result in less than full reimbursement for travel expenses. Where receipts are not required to be submitted with the monthly invoice, vendors shall keep receipts on file for audit purposes in accordance with Federal Acquisition Regulations.

MEALS & INCIDENTAL EXPENSES (M&IE)

Meal and incidental expenses (“M&IE”) while on a travel status will be reimbursed at the per diem rate based on the Federal General Service Administration (“GSA”) published rate for destinations

within the Continental United States. Receipts are not required for M&IE reimbursements. If the DCA requests weekend work assignments, per diem shall be reimbursed.

M&IE includes tax and tips and no separate reimbursement will be made for those costs.

Trips of 24 Hours or More: As set by the GSA, DCA will reimburse a daily per diem rate equal to the GSA rate for meals and incidental expenses including taxes and gratuity. Specific GSA maximum M&IE per diem rates are assigned to designated destinations within each state. The per diem rates are updated annually on October 1st and provided online at the GSA web site <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>.

- Day travel begins: The per diem allowable shall be three-quarters of the destination M&IE rate.
- Full calendar day of travel: The per diem allowable shall be the full destination M&IE rate.
- Day travel ends: The per diem allowable shall be three-quarters of the M&IE rate applicable to the preceding calendar day.

M&IE Example: vendor leaves residence in Sacramento, CA on 06/20 and travels to Los Angeles, CA. vendor works a full day in Los Angeles on 06/21. vendor leaves Los Angeles on 06/22 back to Sacramento, CA.

- Day 1, 6/20: 3/4 of Los Angeles M&IE Rate of \$66.00 = \$49.50 M&IE per diem allowable
- Day 2, 6/21: Full Los Angeles M&IE Rate = \$66.00 M&IE per diem allowable
- Day 3, 6/22: 3/4 of Los Angeles M&IE Rate of \$66.00 = \$49.50 M&IE per diem allowable
- Total M&IE Reimbursed = \$165.00

Trips of More than 12 Hours, but not Exceeding 24 Hours: The rate will be adjusted down for partial days of travel. For partial days, use the breakdown of eligible expenses from this GSA web site: <https://www.gsa.gov/travel/plan-book/per-diem-rates/mie-breakdown>. For travel more than 12 hours and less than 24 hours, the Vendor's allowance is three-quarters of the destination M&IE rate.

M&IE Reduction: When all or part of the meals are provided by the project, meals included in hotel expenses or conference fees, meals included in transportation costs such as airline tickets, or meals that are otherwise provided, the applicable M&IE rate shall be reduced by the amounts prescribed by the GSA in Table 1 below:

Table 1 M&IE Rate Reduction				
M&IE Total (1)	Continental Breakfast/ Breakfast (2)	Lunch (2)	Dinner (2)	Incidental Expenses
\$55	\$13	\$14	\$23	\$5
\$56	\$13	\$15	\$23	\$5
\$61	\$14	\$16	\$26	\$5
\$66	\$16	\$17	\$28	\$5
\$71	\$17	\$18	\$31	\$5
\$76	\$18	\$19	\$34	\$5

M&IE Reduction Example: vendor leaves residence in Sacramento, CA and travels to San Francisco, CA for a conference and travels more than 12 hours and less than 24 hours. Breakfast is included at the conference. vendor returns home to Sacramento, CA that same day.

- M&IE destination rate for San Francisco is \$76.00
- Because the trip is for more than 12 hours and less than 24 hours, the vendor is entitled to three-quarters of the M&IE rate, or \$57.00
- M&IE Reduction of breakfast provided at San Francisco rate of \$18.00
- Total M&IE Reimbursed = \$39.00

LODGING EXPENSES

Vendors who incur approved overnight lodging expenses may be reimbursed. Lodging expenses will be reimbursed, on an actual cost basis. An original detailed hotel receipt, showing the single room rate plus taxes, must be submitted with the request for payment, otherwise reimbursement will be denied. If vendor is requested by the DCA to perform services on the weekend, hotel charges for Saturday and Sunday shall be reimbursable.

Lodging reimbursement will be limited to the GSA lodging rate for the location in question. Please visit www.gsa.gov/perdiem to find the rates. Enter the zip code for the location. Please note this amount does not include taxes, which are reimbursed separately. If you are unable to find lodging within the maximum GSA posted rate, you may submit a request for reimbursement of the excess of the maximum reimbursement rate to the Agreements Administrator. You must obtain prior written approval by the Agreements Administrator to book the lodging that exceeds the GSA posted rate. The written approval of the DCA is required to be submitted with the invoice for the travel expense.

Hotel cancellations are the responsibility of the vendor. Any hotel expenses charged to the DCA when the vendor had adequate time to cancel the accommodations without charge will be the sole responsibility of the vendor.

METHOD OF TRAVEL

- Vendors are responsible for determining the need for and method of travel.
- Reimbursement for transportation expenses will be based on the method of transportation that is in the best interest of the project, considering both direct expense and the consultant's time.
- Trips that require travel in excess of 200 miles one way shall be made by commercial airline unless the circumstances dictate otherwise. Reimbursements for transportation costs for trips over 200 miles one way by any form of transportation other than commercial airline shall generally not exceed the standard round-trip airline coach airfare in effect at the time, plus any personal auto mileage and airport parking that would have been incurred and reimbursable if airline transportation had been used.

If a vendor chooses and is authorized to use a method of transportation that is:

- Not the least costly,
- Not the typical method of getting from one location to the other, or
- Not "in the best interest of the state,"

A cost comparison will be prepared, and the consultant shall be reimbursed only the amount that would have been reimbursed had the consultant traveled using the least costly method.

Taxis/Uber/Lyft/Rideshare: When it is an economical choice to use a taxi/Uber/Lyft/rideshare service for approved business travel, the cost of the fare will be reimbursed with a receipt. M&IE includes tips and those costs are not separately reimbursable.

Car Rental: Car rentals shall be the most economical vehicle to fulfill vendor's needs when other modes of transportation are not available. Vendor shall use the most reasonable cost rental vehicle that can accommodate travel requirements. One automobile rental for up to three travelers is acceptable. If a more expensive rental option is required, vendor must provide justification and obtain prior approval from the Executive Director, or his or her designee, the

approval must be attached to the invoice. Insurance for collision and personal liability is the responsibility of the vendor and shall not be reimbursed. Rental car receipts are required for all rental car expenses. Claims for rental car gasoline must be supported by original receipts.

Personal Car: Personal automobile reimbursement is allowable only from consultant's local office to project site location or meeting destination as determined by the Executive Director, or his or her designee, and will be paid at the current Federal Internal Revenue Standard ("IRS") allowable mileage rate.

Mileage Reimbursement: Mileage reimbursements are based upon the number of miles driven for DCA related trips. Vendors are required to retain a monthly mileage log. Use the attached template. The log is not required to be submitted with the expense reports or invoices. Vendor must keep the log on file for audit purposes.

Parking: Receipts for parking while traveling are not required for expenses of \$75.00 or less. Parking for staff located on-site shall not be reimbursable by the DCA.

Tolls: Receipts for tolls are not required. You must include a description of any tolls on your monthly mileage log.

Air Travel: Preapproved airfare will be reimbursed at the actual cost of the airline ticket. Air travel shall be made by commercial airline at coach or economy airfare. If flight accommodations are upgraded from coach or economy airfare, all additional charges shall be paid by the vendor, and not charged to the Agreement. Travel should be by whichever scheduled airline offers the (lowest fare and is not dictated by a vendor's frequent flyer preference or preferred carrier.

Air travel receipts must include the flight itinerary (including flight number, departure time, arrival time, etc.) and proof of payment. Service fees for airline tickets shall be reimbursable as part of the air travel cost. In-flight internet fees are reimbursable for DCA related work while in-flight.

Long Term Travel: Travel over 30 days shall be considered long term travel. Pre-approval request required. Reimbursable costs shall include rent, utilities and reduced per diem of \$41.00

NON-REIMBURSABLE EXPENSES

Time spent in travel shall not be compensable unless services are performed during such travel.

Travel expenses will not be reimbursed for travel of twelve hours or less.

BOARD OF DIRECTORS OF THE DELTA CONVEYANCE DESIGN AND CONSTRUCTION AUTHORITY
RESOLUTION NO. 20-05

Introduced by Director: Sarah Palmer
Seconded by Director: Richard Atwater

ADOPT THE ALLOWABLE TRAVEL EXPENSES POLICY

Whereas, consistent with best practices and Section 6(b) and Section 12 of Exhibit F of the amended Joint Exercise of Powers Agreement (JEPA), the Board of Directors wishes to adopt an allowable travel expenses policy;

Now, therefore, the DCA Board of Directors resolves as follows:

1. The Board of Directors hereby adopts the Allowable Travel Expenses Policy (Policy) attached to this Resolution as Exhibit A and incorporated by this reference.

2. The Executive Director is authorized and directed to amend all existing consultant and similar agreements, excepting any agreement with Management Partners, to ensure that such agreements are consistent with the provisions of this Policy. Such agreements shall include those other direct costs within the cost multiplier provided for in this Policy for travel expenses as deemed reasonable and advisable by the Executive Director. Any reimbursable cost excluded from the cost multiplier shall be clearly set forth in such agreement, including requiring reasonable recordkeeping requirements.

3. This Resolution is effective upon its adoption and shall be transmitted to the Department of Water Resources as required by the JEPA.

* * * * *

This Resolution was passed and adopted this 18th day of June 2020, by the following vote:

Ayes:4
Noes:0
Absent:0
Abstain:0

DocuSigned by:
Tony Estremera 7/1/2020
197E6FBCAE23405...
Tony Estremera, Board President

Attest:
DocuSigned by:
Sarah Palmer 8/3/2020
FD24C39F3617445...
Sarah Palmer, Secretary