

## **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such federal funds require compliance with the Federal Acquisition Regulations, the provisions of this Part I are superseded by Part II of this Policy, and all travel expenses will be processed in accordance with Part II of this Policy and applicable provisions of the Federal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 using the Consultant Travel Authorization form attached to this Policy. 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 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. If vendor is missing, is unable to obtain or has lost a receipt, vendor shall complete and submit the Missing or Lost Receipt Certification form attached to this Policy.

### **FEDERAL GENERAL SERVICE ADMINISTRATION (“GSA”)**

Expense reimbursements in this Policy are generally based on the GSA rates, and policies. GSA resources can be located on the GSA website at: <https://www.gsa.gov/travel-resources> and via the additional links set forth in this Policy.

**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 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>.

- 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, referred to on the GSA website as the “total M&IE rate”.
- Day travel ends: The per diem allowable shall be three-quarters of the total M&IE rate.

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: three-quarters of Los Angeles total M&IE Rate of \$74.00 = \$55.50 M&IE per diem allowable
- Day 2, 6/21: Full Los Angeles total M&IE Rate = \$74.00 M&IE per diem allowable
- Day 3, 6/22: three-quarters of Los Angeles total M&IE Rate of \$74.00 = \$55.50 M&IE per diem allowable
- Entire travel M&IE Reimbursed = \$185.00

\* Based on FY 2022 GSA per diem rates.

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 per diem rate shall be reduced by the amount specified for the relevant meal(s) on the GSA website, as further detailed below.

To determine the amount to deduct, find the applicable M&IE per diem rate and breakdown by meal for travel in the continental U.S. pursuant to the instructions below:

1. Look up the location-specific information for the location where you will be working while on official travel at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).
2. On the results page, click Meals & Incidentals (M&IE) Rates to go to the M&IE rates table.
3. Find the row for your travel location and identify the amount listed for the M&IE total, for the relevant meal(s), and for first and last day of travel.

Subtract the amount for the relevant meal(s) from the applicable per diem rate (either the total M&IE rate, or the reduced rate (i) for first and last day of travel, or (ii) for partial days more than 12 hours, but less than 24 hours; which is, in either case, three quarters of the total M&IE rate).

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.

- Total M&IE destination rate for San Francisco is \$79.00
- Because the trip is for more than 12 hours and less than 24 hours, the vendor is entitled to three-quarters of the total M&IE rate, or \$59.25
- M&IE Reduction of breakfast provided at San Francisco rate of \$18.00
- Entire travel M&IE Reimbursed = \$41.25

\* Based on FY 2022 GSA per diem rates.

### ***RECEIPT BASED REIMBURSEMENTS FOR TRIPS 12 HOURS OR LESS***

For trips 12 hours or less, breakfast or dinner may be reimbursed as follows:

- Trip begins at or before 6 am and ends at or after 9 am - Breakfast may be claimed
- Trip begins at or before 4 pm and ends at or after 7 pm - Dinner may be claimed

The meal rates set forth in the M&IE table shall be the maximum allowance a vendor is entitled to claim for a reimbursable breakfast or dinner for travel 12 hours or less. A receipt shall be required. For travel 12 hours or less, lunch and incidentals may not be claimed.

### **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](http://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, on the Approval for Lodging Exceeding Maximum GSA Rate form attached to this Policy, 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. The length of trip does not determine eligibility for mileage reimbursement that has been approved in accordance with this Policy.

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, using the form attached to this Policy. 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.

Except as otherwise expressly stated herein, and approved in accordance with this Policy, travel expenses will not be reimbursed for travel of twelve hours or less.

## Consultant Travel Authorization

**DCA Travel Policy:** 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.

<b>Consultant Name:</b> <b>Employee Name:</b>  <b>Travel Locations:</b> Traveling From: (City, State) Travel To: (City, State) Departure Date:	<b>Agreement/Task Order #:</b> <b>Project Role:</b>   Return Date:
<b>Reason for Travel:</b>   	

### Estimated Expenditures:

	Description	# of Days	Rate (+ tax)	Base Total
Airfare				
Lodging (GSA Rate)				
Rental Car				
Mileage				
Parking				
Per Diem				
Other				
<b>Total</b>				

**By signing below, I certify that the costs to be incurred and reported will be in accordance with the provisions in the DCA Travel Policy.**

Consultant Lead/Manager \_\_\_\_\_

Date: \_\_\_\_\_

DCA Executive Director or Designee \_\_\_\_\_

Date: \_\_\_\_\_

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## Missing or Lost Receipt Certification

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**DCA Travel Policy :** *If vendor is missing, is unable to obtain or has lost a receipt, vendor shall complete and submit the Missing or Lost Receipt Certification form attached to this Policy.*

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This certification attests to the following:

- a. No original receipt obtained for this expense or the original receipt was lost or misplaced and a duplicate cannot be obtained.
- b. The expense was incurred on behalf of DCDCA.
- c. The item and amount of the expense are accurate.
- d. No reimbursement of this expense has been or will be sought or accepted from another source.
- e. I have not previously requested reimbursement of this expense.

Provide a brief description of the expense:

Establishment:	_____		
Expense Amount:	_____	Date of Expense:	_____
Description of Expense:	_____		
	_____		
	_____		

Certification Signatures:

Requestor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Approval for Lodging Exceeding Maximum GSA Rate

**DCA Travel Policy:** *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 .*

Consultant Name: _____		Date Requested: _____	
Employee Name: _____		Task/Subtask No.: _____	
Reason for exceeding GSA hotel rate:			
TRAVEL DATES & LOCATION		LODGING INFORMATION	
Departure Date: _____	Time: _____	Lodging Name: _____	
Return Date: _____	Time: _____	Address: _____	
From: (City,State) _____			
To: (City,State) _____		Telephone No.: _____	
		Room Rate: _____	
Attending Conference @ Hotel      Yes      No			

Consultant Approval \_\_\_\_\_ Date: \_\_\_\_\_

DCA Agreement Admin Approval \_\_\_\_\_ Date: \_\_\_\_\_

\*Instructions: Need to verify that you have looked at atleast 3 rates and selected the least expensive rate



## Long Term Travel

**DCA Travel Policy:** 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.

<b>Consultant Name:</b> <b>Employee Name:</b>  <b>Travel Locations:</b> Traveling From: (City, State) Travel To: (City, State) Departure Date:	<b>Agreement/Task Order #:</b> <b>Project Role:</b>   Return Date:
<b>Reason for Travel:</b>    	

<b>Estimated Expenditures:</b>					
	Description	# of Days	Rate (+ tax)	Base Total	Total Estimated Expenses
Rent					
Utilities					
Per Diem					
Other					
<b>Total</b>					

**By signing below, I certify that the costs to be incurred and reported will be in accordance with the provisions in the DCA Travel Policy.**

Consultant Lead/Manager \_\_\_\_\_ Date: \_\_\_\_\_

DCA Executive Director or Designee \_\_\_\_\_ Date: \_\_\_\_\_

BOARD OF DIRECTORS OF THE DELTA CONVEYANCE DESIGN AND CONSTRUCTION AUTHORITY  
RESOLUTION NO. 22-05

Introduced by Director: Sarah Palmer  
Seconded by Director: Adnan Anabtawi

ADOPTING AMENDMENTS TO 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 to ensure that such agreements are consistent with the provisions of this Policy. The Agreement Administrator is authorized and directed to make such amendment for the Management Partners agreement, which shall be subject to Part II of the Policy absent further Board direction.
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 19<sup>th</sup> day of May 2022, by the following vote:

Ayes: 7  
Noes: 0  
Absent: 0  
Abstain: 0

DocuSigned by:  
  
 0282CDAE01D7427... 5/26/2022  
 Richard Atwater, Board President

Attest:

DocuSigned by:  
  
 CC3A6897DF1F4B7... 5/26/2022  
 Martin Milobar, Secretary