

# BAY AREA UASI TRAVEL POLICY

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# BAY AREA UASI TRAVEL POLICY

## SCOPE OF THIS MANUAL

### **Policies, Guidelines and Procedures**

This manual is intended to provide policies and guidelines for the BAY AREA UASI (BAUASI). This manual is intended to establish procedures for the Management Team, Approval Authority Members, Advisory Group Members, Affiliated Non-Employees, and others who incur authorized business travel expenses on behalf of the BAUASI.

### **Affected Parties**

The policies, guidelines and procedures contained herein apply to the Approval Authority Members, Management Team, Advisory Group Members, Contractors, Affiliated Non-Employees, and other similar individuals.

For the remainder of this document, BAUASI business travelers will be referred to as “travelers” or “employees,” unless otherwise noted.

## PURPOSE, OBJECTIVES AND PRINCIPLES

### **Purpose**

This guideline is to provide BAUASI travel rules and provide guidance to what expenses will be allowed.

As a general rule:

**Travelers or employees should incur only those expenses that a reasonable and prudent person would incur when traveling on official business.**

Due consideration should be given to such factors as suitability, convenience, and the nature of the business involved. Travel expenses are reimbursable for travelers and employees who travel on official business on behalf of the BAUASI, subject to the allowances, limits, and requirements discussed below.

### **Objectives**

The objectives of the BAUASI’s travel policy and procedures documents are as follows:

- To support travel costs incurred on behalf of the BAUASI for the purpose of conducting official business;
- To establish uniform criteria and approval for advances and reimbursement of travel expenses for BAUASI business travelers;
- To ensure all BAUASI business travelers have a clear and consistent understanding of policies and procedures for business travel;
- To avoid the improper use of funds for travel that does not benefit the BAUASI.

### **Guiding Principles**

Travel on behalf of the BAUASI will be approved if it constitutes official business on behalf of the BAUASI and the purpose results in a benefit to the BAUASI.

### **Definition of Official Business**

To constitute “official business on behalf of the BAUASI”, the activities of an employee or traveler of the BAUASI must clearly demonstrate that there is a valid BAUASI interest to be served or gained through the travel; and there is:

- a. Relevance to the BAUASI’s operations or the individual’s role in such operations; and/or
- b. The promotion or development of the BAUASI’s programs, methods or administration; and/or
- c. Compliance with instructions or authorization for BAUASI.

### **Prudent Person Standard**

All expenses incurred while traveling on BAUASI business should be a reasonable and prudent use of public funds. Cost will be taken into account when weighing the importance and benefits of the business purpose for travel. Travelers should choose the most efficient, direct and economical travel options required for the occasion and any individual who chooses a different route, without adequate justification, must assume any additional expense incurred. If for traveler’s personal convenience, there is interruption or deviation from the direct route, the travel cost cannot exceed that which would have been incurred on uninterrupted travel.

Travel is authorized for the minimum number of persons necessary to carry out the business purpose of the travel, and only for those whose job tasks are directly related to the purpose of the travel. For travel within the state, no more than five (5) Management Team employees should be allowed to attend the same seminar or workshop, unless individual attendance is required for educational or certification purposes. For out-of-state, international travel, and travel to non-continental destinations, no more than three (3) Management Team employees and no more than ten (10) travelers (for a total of thirteen (13)) may travel to the same destination for the same purpose, without prior approval by both the Chief Financial Officer and the General Manager. (See Travel Authorization Below)

It is the objective to diversify the number of persons requesting to travel, giving more weight to those who haven’t traveled previously to attend a seminar, conference, or workshop to those who previously traveled to attend such events. It is also the intention to diversify participation among the Bay Area Region to allow regional stakeholders, advisory group members, working group members, affiliated non-employees, and other similar individuals the opportunity to attend a seminar, conference, or workshop. Lastly, attending employees or travelers shall be required to give a presentation or report to other fellow employees or group members after returning from a workshop, seminar, or similar event.

If there are specific reasons for which the Chief Financial Officer approves attendance of more than three employees of the Management Team for a seminar, workshop, or similar event which is not for education certification purposes, the additional costs and the justification notes will be reviewed and reported to the General Manager whose concurrence would be needed.

### **Occasions for Travel**

Examples include the following types of occasions when the BAUASI traveler is required to travel out of the general region to:

- Attend a convention, seminar, meeting, school, or training;
- Make professional presentations as a representative for the BAUASI;

*(Occasions for Travel cont)*

- Interview persons; inspect programs, facilities or institutions; conduct surveys; exchange professional information;
- Work at a project location sufficiently distant from the main or regular place of work to require overnight lodging
- Work long hours away from the main or regular place of work where daily travel is impractical;
- Participate in formal activities, including hosting of persons who, for protocol reasons, merit appropriate courtesies and hospitality;

### **Non-occasions for Travel**

Membership in an organization is not of itself a basis for travel authorization, and in no circumstance shall employees be authorized to travel as a reward for meritorious service, performance, or employee recognition, unless the purpose is to receive an award of formal recognition bestowed by a recognized outside organization for work performed for the BAUASI.

### **Exception Principles**

Exceptions to specific provisions of the BAUASI travel policy may be authorized by the General Manager on a case-by-case basis, and only when there is adequate written justification and documentation and the travel is within the intent of the overall travel policy. Allowable exceptions are confined to the following conditions:

- To serve the business interest of the BAUASI;
- To avoid a severe hardship or inconvenience;
- To observe an established or expected protocol at a specified event;
- To respond to an emergency situation

### **Possible Conflict with Labor Agreements or Laws**

These policies apply to all of the BAUASI's employees unless they are in conflict with specific provisions of existing labor agreements or with specific provisions of state or federal law. In such cases, the provisions of those agreements or laws shall prevail for the employees covered under those agreements or laws.

### **Geographical Categories**

BAUASI travel policies cover three geographical categories:

- In-State
- Out-of-State (within contiguous 48 states)
- International and Travel to Non-Continental US territory

### **Advance Fund Request and Claims Submission**

BAUASI travelers may submit a request for advance funds to cover anticipated out-of-pocket travel expenses whenever the expenses are incurred as part of official duties. He or she may also submit a claim for reasonable, actual and necessary incurred expenses related to such authorized travel.

### **Prudent Judgment and Common Sense**

While this manual tries to provide specific guidelines for most circumstances that might be encountered while traveling on BAUASI business, it cannot anticipate all possible

circumstances. When such circumstances occur, employees should use prudent fiscal judgment and common sense in the expenditure of public funds.

## **RESPONSIBILITY AND ENFORCEMENT**

### **Traveler**

Anyone who travels on BAUASI business, or supervises someone who travels, is responsible for knowing the general intent of the travel policy. The traveler is responsible for complying with the BUASI's travel policies and exercising reasonable and prudent judgment related to BAUASI business travel. The traveler is also responsible for obtaining proper authorization and preparing and submitting expense reports on a timely basis along with appropriate receipts.

### **Approval Authority Members and Management Team**

Approval Authority Members and the Management Team are responsible for travel requests and expenditures, and for exercising due diligence to ensure that authorized travel is necessary and appropriate for the conduct of BUASI business, that the cost is reasonable and justified by the trip's purpose, and that the travel expenditures are budgeted and within budgetary limits. They are also responsible for assuring that expense reports are accurately reviewed for compliance and for review and recommendation regarding exceptions.

The policies, guidelines and procedures mentioned below do not preclude more restrictive internal approval procedures which the BAUASI may choose to implement internally to better monitor and control the budget. While this policy places the primary responsibility for travel oversight on the Chief Financial Officer of the Grants Management Unit, the General Manager and Chair of the Approval Authority may impose additional approval levels or processes.

### **General Manager**

The General Manager establishes common and consistent travel practices as govern by these policies and guidelines. The General Manager Officer has lead responsibility in the regular review of travel policies and procedures and the development of amendments, as needed. The General Manager, along with the Chief Financial Officer, reviews and approves international travel requests. The General Manager has the authority to grant an exception to a specific provision of the travel policy.

### **Chief Financial Officer**

The Chief Financial Officer has final approval authority as to the appropriateness and reasonableness of reimbursement requests, other than exceptions described above, and works with the General Manager to maintain common and consistent travel practices as governed by these policies and guidelines.

### **Grants Management Unit**

The Grants Management Unit is responsible for exercising general oversight for the processing of reimbursement requests in order to ensure consistency with the policies and guidelines set forth in this document. The Grants Management Unit processes claims, including conducting desk audits, and provides timely, accurate reimbursement to claimants. Regular updates to the published travel policies and procedures are provided by the Grants Management Unit.

## **TRAVEL AUTHORIZATION**

### **Obtaining Travel Authorization**

Travel authorization should be obtained as early as reasonably possible, prior to the date of travel. Authorization is required for all BAUASI travel for official business purposes. Employees or travelers must always secure advance approval from their direct supervisor/manager for all BAUASI travel. This approval must always be in writing as stated in the section which follows (Advance Written Request). Written request for travel is made on the Travel Authorization form. Blank form samples and instructions can be found in Appendix A.

### **Advance Written Request**

#### **In-State and Out-of –State Travel**

Advance written request and approval by the Chief Financial Officer is required if travel includes overnight stay, airfare, or advanced funds or transportation involving a rented vehicle. For Approval Authority Members and employees from other jurisdictions, except those working for the Fiscal Agent, advance written request must first be approved at the appropriate department of the home jurisdiction and; then subsequently forwarded to the Chief Financial Officer for pre-approval.

#### **International Travel and Travel to Non-Continental Destinations**

Advance written request and approval by both the Chief Financial Officer and General Manager is required if travel includes overnight stay, airfare, or advanced funds or transportation involving travel to non-continental destinations. For Approval Authority Members and employees from jurisdictions other than the Fiscal Agent, an advance written request must first be approved at the appropriate department of the home jurisdiction, and then subsequently forwarded to the Chief Financial Officer and General Manager for pre-approval.

In additional to the above, Approval of international travel should be obtained using the following procedures:

1. A request for international travel must be submitted, on agency letterhead, to the UASI 6 months before the scheduled travel dates. The request should include:
  - a. The dates and locations and proposed itinerary for the international travel;
  - b. The purpose of the international travel, including a description of the event, training, or exercise to be attended;
  - c. The number, names, titles, and roles of each individual scheduled for this international travel event;
  - d. The estimated expense budget for the international travel, including estimated air fare, lodging, per diem, and any other associated expense;
  - e. The expected benefit to the sub-recipient and to the UASI grant, if the international travel is approved.
2. If the overseas travel involves a training activity, the requesting agency must submit, on agency letterhead, a separate written request that describes:
  - a. Name/address/contact information of the training provider;
  - b. Proposed Agenda of day to day activities;



*(International Travel and Travel to Non-Continental Destinations cont)*

- c. The estimated expense budget for the international training activity, including registration/tuition, estimated air fare, ground transportation, lodging, meal per diem, and any other associated expense;
3. Travel and budgetary approvals from CalEMA and DHS can take up to 5 months. Subrecipients should provide updated budget and itinerary information, as needed by CalEMA or DHS, and before final travel arrangements are made.
4. Authorized international travel must follow the sub-recipient's local travel policy. However, in the absence of any international travel policy, the sub-recipient must adhere to the Federal Travel Regulations (41 CFR, Chapters 300-304).
5. Upon receipt of all approvals, the sub-recipient shall ensure that all necessary grant modifications are requested from the UASI, and training feedback numbers are obtained for the international travel event.
6. Upon completion of the international travel, and before expenses are invoiced and reimbursed, sub-recipient shall submit a travel report that assesses the relative success or failure of the trip, knowledge or training gained from the trip, and quantifies any benefits to the UASI grant.

### **Travel Authorization Form**

As stated above, all requests for business travel require approval in advance by the Chief Financial Officer. A travel authorization form must be completed and signed by the employee or traveler. (See blank form attached as appendix A). The travel authorization form shall include:

- Date(s) of travel and location;
- Business purpose of travel (training/conference/meeting);
- Estimated expenses including registration fee, cost of air ticket, other transportation costs (i.e. taxi, shuttle, or car rental), and lodging. Fully itemized detail in accordance with the guidelines in this document must be provided for estimated expenses.

### **Travel Expenses**

Travel expenses include lodging, transportation costs, registration or attendance fees, meals and other costs reasonably and necessarily incurred that are paid for by the BUASI, or by the traveler or employee subject to reimbursement by the BAUSI, when a traveler or an employee is required to travel on official business. The Chief Financial Officer should only allow travel that is clearly anticipated in the BAUASI approved budget. ***Employees and travelers are responsible for cancellation of lodging and transportation if travel is cancelled or postponed, to ensure that the BAUASI will not be liable for any costs.***

### **Issuing and Monitoring Travel Advances**

When a travel advance (TA) is needed for authorized business travel, the TA requires approval by the Chief Financial Officer. The approved request along with documentation for expenditure estimates supporting the advance amount should be forwarded to the Grants Management Unit for processing. When travel advances are issued, the minimum advance amount is \$1,000.

TAs can be issued for lodging, conference registration fees, and transportation expenses. TAs are not allowed for airfare as employees can purchase air tickets through an approved vendor of the fiscal agent. Checks are issued to employees approximately ten business days prior to travel. The Grants Management Unit should process the TA travel advance document in the fiscal agent's financial (FAMIS) allowing sufficient time for check issuance. TAs must be cleared in FAMIS within ten



*(Issuing and Monitoring Travel Advances cont)*

business days of return from a travel. The Grants management Unit is responsible for monitoring advances and following up with employees to ensure advances are cleared timely.

If a TA is not liquidated timely, the employee will have a payroll offset and will not be eligible for TAs for a minimum of two years from the date of the offset.

Employees with an outstanding advance cannot receive another travel advance. If more than one payroll offset in a six month period, the TAs may be frozen.

## **TRAVEL CLAIMS**

### **General Guidelines**

When filing a travel Claim, the employee or traveler is required to submit all supporting documentation including, but not limited to, approved Travel Expense Voucher, air or other itinerary, conference/meeting/workshop schedule and agenda, original itemized receipts, proof of payment, any necessary pre-approvals and/or justifications, etc.

### **Submitting and Processing of Travel Expense Vouchers**

Complete expense reimbursement requests or travel liquidations must be fully supported by original receipts and forwarded to the Grants Management Unit no more than 30 days from return of travel. If a travel advance was issued, the advance must be liquidated and any unused funds returned to the BAUSAI within 10 days of return. Reimbursement requests with incomplete documentation will be denied. Expense reimbursement must be processed in the BAUSAI's financial system (FAMIS Accounting) no more than 90 days upon return of the trip. Employees or travelers are responsible for forwarding complete and timely travel claims to the Grants Management Unit no more than 30 days from return of travel, or 10 days if an advance was issued.

Employees or travelers are required to specify the business purpose of the trip, destination, conference/workshop/meeting dates, travel dates, and times (departure and return). The business purpose should be descriptive enough to clearly answer any questions regarding the necessity of the travel.

### **Reviewing Travel Claims**

When reviewing travel claims, the Grants Management Unit is responsible for:

- Ensuring expenditures are reasonable, necessary, and for official business purpose and duration does not exceed official business trip requirements;
- Reviewing and auditing for compliance with the BUASI travel manual;
- Requesting additional documentation, information, justification from employee as needed;
- Deducting unallowable expenses;
- Reviewing to ensure the request is in compliance with project/grant requirements;
- Verifying authorized approver.
- Ensuring all appropriate/required and supporting documentation submitted and maintained in department files;
- Approving/denying travel claim in a timely manner;
- Processing reimbursements in a timely manner. Reimbursements must be completed in the BAUSAI's financial system within 90 days from return of business travel.

### **Processing Travel Reimbursements**

The Grants Management Unit will process travel reimbursements in the fiscal agent's accounting system (FAMIS). The Grants Management Unit must have at least one initiator and one approver in FAMIS Accounting.

## **TRANSPORTATION**

### **General Guidelines**

Travelers or Employees will be expected to obtain the lowest published routine fare for travel by the **most efficient, direct and economical mode of transportation** required by the occasion. Travelers or Employees may book their air or rail travel with travel agencies approved by the fiscal agent or on-line directly with the airline. Travelers or Employees will be charged in FAMIS for the airfare if booking is made with travel agencies of the fiscal agent. Alternatively, if employees make their own arrangements, they will have to pay first and request reimbursement.

If an alternative mode of transportation is selected, the allowable cost shall be the lower of the actual cost of alternative modes of transportation or the lowest economy/coach class airfare available for the date and time selected.

### **Use of Vehicles**

Vehicle use for travelers on official business is reimbursable. In all instances, the most direct and cost efficient route must be taken. When multiple employees are attending the same business activity (i.e. out-of town meeting, conference, etc.), employees are strongly encouraged to carpool. Employees are personally responsible and will not be reimbursed for traffic violations or other penalties for infractions of any law.

The following information is required to be included on the employee Travel Expense Voucher:

- Business purpose for use of vehicle;
- Starting point (i.e. worksite or home, whichever is the closer of the two) and the destination;
- Vehicle make, model and license #. If using City issued vehicle, provide vehicle number;
- Odometer reading, beginning and ending.

### **Personal Vehicle**

In accordance with the fiscal agent's local ordinance (i.e., Section 10.28-1 of the San Francisco Administrative Code), the following apply:

- The mileage rate for payments to travelers and employees for use of privately owned automobiles in connection with any official duty or service shall be at the rate established by the fiscal agent;
- Effective July 1, 2011, the IRS standard mileage rate for business use of an automobile is 55.5 cents per mile;
- Mileage is reimbursed when using personal vehicle, fuel is not reimbursed;
- Personal expenses such as private vehicle repair and maintenance are not reimbursable;
- When using personal vehicle for official business, all passengers in the vehicle must be on official business the BAUASI.

### **Vehicle of the Fiscal Agent**

When using a vehicle of the fiscal agent, fuel should be obtained from Central Shops. When impractical to do so, fuel purchased at a commercial location is reimbursed with written justification

and original receipt(s). Mileage is not reimbursed. All passengers traveling in a vehicle of the fiscal agent must be on official business of the BAUASI.

**Rental Car**

Cost of rental car used for official business is reimbursable if it was pre-approved by the Chief Financial Officer. The pre-approval is required to be documented in writing, (i.e. department approval form, or email approval) and must include:

- (a) The car rental amount and estimate of other related expenses such as parking and fuel, and
- (b) Justification why other forms of transportation are not appropriate, why a rental car is necessary, and how a rental car is the most economical and efficient/practical.

All passengers traveling in a rental vehicle must be on official business of the BAUASI.

Car rental is limited to standard compact size vehicle. Midsize vehicle is reimbursable if use is for three people or more, justification provided, and pre-approved in writing by the Chief Financial Officer. Original receipts and car rental pre-approval are required to be submitted with reimbursement requests. As the fiscal agent is self insured, auto insurance is not reimbursable.

**MODE OF TRAVEL**

**Air Travel**

Airfare should be booked for economy/coach class only. Business or First class is not reimbursable. Upgrades are not reimbursable. Air ticket must be purchased in advance to take advantage of the most economical fares available. Same day or near travel day ticket purchases are not reimbursable unless approved by the General Manager and properly justified. Air travel itinerary is required to be submitted with travel claim documentation. If airline charges for checked luggage, reimburse the cost of first checked bag only. Additional baggage check-in costs will be reimbursed with justification explaining the business need for extra luggage.

**Mileage for long distances, employee drives instead of flying**

In situations where employees or Travelers would normally travel by air, but an employee or traveler chooses to drive instead, reimbursement will be the lower of the two options, driving or flying. At the time of the travel authorization, employee must obtain a quote from an approved vendor of the Fiscal Agent documenting the cost of air ticket for the travel dates. Maximum reimbursement will be up to the quoted cost of the air ticket.

Example: Training in Los Angeles, CA, employee drives instead of flying. In all cases, reimbursement will be the lower of the two options.

| <b>Mode of Transportation</b>              | <b>Expenses Reimbursed</b>   |
|--|--|
| (a) Employee drives personal car           | (a) Mileage, up to the cost of air ticket quote.   |
| (b) Employee drives fiscal agent’s vehicle | (b) Fuel expenses, up to cost of air ticket quote, when impractical to obtain fuel from Central Shops. |
| (c) Employee drives rental car             | (c) Cost of car rental and gas expenses, up to the cost of air ticket quote.                           |

**Transportation between worksite/home and airport within SF Bay Area**

- Recommended options are public transportation or shuttle.
- If using taxi, maximum reimbursement is \$50 each way, including tip, up to \$100 total for the related travel.

- If using personal car,
  - (a) Mileage is reimbursed up to \$15 each way, maximum \$30 total for the related travel.
  - (b) Parking is limited to long-term parking only, maximum of \$15 per day, up to \$100 total for the travel.
  - (c) When using personal vehicle, employee or traveler will not be reimbursed for any damages that may occur.

**Transportation during the travel between airport and hotel / conference site**

- Recommended options are public transportation, shuttle, or taxi.
- Car rental is reimbursable if the requirements stated in the Use of Vehicles section are met.
- For overnight travel in which employee or traveler uses personal, City, or rental vehicle, maximum reimbursement for overnight hotel parking is limited to \$20 per day.

**LODGING**

The most economical and practical accommodations available considering the purpose of the meeting, and other relevant factors will be reimbursed. For travel within the United States, the maximum reimbursement is the Federal per-diem GSA (General Services Administration) rate for lodging. To stay within the maximum rates, conference discount rates and “government rates” should be used whenever possible.

If conference-lodging rates exceed the Federal rate, actual expenses will be reimbursed when documentation of the conference lodging rate and a receipt are provided. In rare circumstances, with appropriate pre-approval and justification of business need, employees may be reimbursed beyond the federal per diem rate. An itemized hotel bill is always required for reimbursement to be made. Reimbursement should be for single room rate.

**Conference Hotel**

- If conference hotel lodging rates exceed the Federal rate, actual expenses will be reimbursed when documentation of the conference lodging rate and a receipt are provided.
- Hotels recommended by the conference or overflow hotels with a conference rate will be reimbursed when documentation of the conference lodging rate and a receipt are provided.
- If a hotel is listed as recommended/overflow hotel but does not have a documented conference rate, reimbursement will be for actual expenses, with maximum up to the conference hotel rate only.
- Required documentation of the conference lodging rate includes copy of conference registration information showing location, dates of conference, conference hotel(s), and single room rate. Documentation of the conference hotel rate must be provided.
- For hotels not listed in the conference material, maximum reimbursement is GSA rate.

**Lodging in Excess of Federal Per Diem Rate**

In situations where employee is unable to find lodging at GSA rate or business circumstances require employee to stay in a hotel that exceeds the federal per diem rate, reimbursement will be allowed if all of the following requirements are met:

- (a) Written pre-approval by the Chief Financial Officer.
- (b) Justification of business need and demonstration of most economical and practical, i.e. the only lodging within federal per diem rate is located a long distance from the meeting site and would require a car rental or costly taxi ride, which in total exceeds the cost of the higher lodging rate.

(c) Itemized hotel bill must show employee obtained “Government rate” and rate is reasonable, not to exceed one and half times the federal per diem rate.

If these requirements are not met, the reimbursement will be reduced to the federal per diem rate.

**City Not on the CONUS Per Diem Listing**

- If a city is not listed, check to ensure that the county within which it is located is also not listed. On the GSA website there is a link to the National Association of Counties which can help determine the county a destination is located in.
- If the city is not listed, but the county is, then the per diem rate is the rate for that entire county.
- If the city and the county are not listed, then that area is considered to be a Standard CONUS location which is currently \$70 for lodging and \$46 for meals and incidental expenses.

**Lodging for Travel within Local Commuting Area**

- Lodging for travel within the local commuting area requires written pre-approval by the Chief Financial Officer. The Grant Management Unit is required to maintain documentation of the pre-approval and the justification of business need with the employee travel claim document.
- For the fiscal agent, local commuting area is defined as within the nine Bay Area counties of Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano Sonoma, Santa Cruz, Monterey and San Benito.

Federal domestic and foreign lodging, maximum travel per diem allowances, meals and incidental expense breakdown are available from the following website:

Double click here for access to [U.S. General Services Administration at http://www.gsa.gov](http://www.gsa.gov)

**Meals and Adoption of the Federal Meal and Incidental Expenses (M&IE) Rate**

Meals and incidentals are reimbursed according to the guidelines below if **the travel is overnight and is pre-approved as an exception by the Chief Financial Officer**. The Federal rate for meal and incidental expenses (M&IE) will be paid without itemization of expenses or receipts. If an officer or employee chooses to request specific reimbursement for meals, original itemized receipts are required. For employee travel, the maximum meal reimbursement is up to the federal per diem rate.

Each city in the Federal rate guide has a dollar value for the full day depending on the relative cost of meals in that jurisdiction. Once you obtain the total dollar value, you can refer to this table to determine the rates for each meal:

**Federal Domestic Meal & Incidental Expense (M&IE) Rates**

|                                 |       |       |       |       |       |       |
|---------------------------------|-------|-------|-------|-------|-------|-------|
| M&IE RATE (FULL DAY)            | \$ 46 | \$ 51 | \$ 56 | \$ 61 | \$ 66 | \$ 71 |
| Continental Breakfast/Breakfast | \$ 7  | \$ 8  | \$ 9  | \$ 10 | \$ 11 | \$ 12 |
| Lunch                           | \$ 11 | \$ 12 | \$ 13 | \$ 15 | \$ 16 | \$ 18 |
| Dinner                          | \$ 23 | \$ 26 | \$ 29 | \$ 31 | \$ 34 | \$ 36 |
| Incidentals                     | \$ 5  | \$ 5  | \$ 5  | \$ 5  | \$ 5  | \$ 5  |

### **Conference Provided Meals**

- If one or more meals are included as part of a conference registration fee, you should only charge the remaining meals and incidental expense rate from the above chart. A copy of the conference schedule and any other conference information must be attached to the travel claim documentation.
- You cannot claim per diem in lieu of conference provided meals. There are no exceptions allowed.

### **Meal and Incidental Per Diem on Travel Days**

- When a per diem reimbursement is requested for part of a day, please use the rates in the M&IE chart to determine meal reimbursements. Partial per diem is based on travel times. Departure and arrival times must be documented on the travel reimbursement form approved by the Chief Financial Officer.
- Breakfast per diem if leave home before 6am.
- Lunch per diem if leave worksite/home before 10am (day of departure) or return to worksite/home after 2pm (day of return).
- Dinner per diem if return to worksite/arrive home after 7pm.
- Full day incidental is allowed on travel days.

### **Incidental Expenses**

- Includes transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained within walking distance of the conference/training site or hotel.
- Fees and tips given to porters, baggage carriers, bellhops, hotel maids and stewards.
- Mailing costs associated with filing travel vouchers.

### **Travel In the Local Commuting Area**

- Does not qualify for the per diem reimbursement, e.g. attending conferences, meetings, trainings, etc. The only exception for allowing meal per diem is when employee was pre-approved by the Chief Financial Officer for overnight travel/lodging within twelve Bay Area counties.

### **Day Trips/Same Day Travel (e.g. for Conference, Training, Meeting, etc.)**

- No meal per diem

### **Other Expenses**

Other expenses associated with and incurred in the performance of the BAUASI business while in travel status, deemed necessary and reasonable by the Chief Financial Officer, are reimbursable. These include ground transportation (to or between the officer or employee's work site and airport, bus station, train depot and the meeting or lodging site and return), parking fees, bridge tolls, necessary business telephone charges, copying charges, and business-related internet access. These expenses are to be reviewed by the Chief Financial Officer and only approved if deemed reasonable and proper.

### **Travel Change or Cancellation Fee**

- Travel agencies or airlines charge up to \$150 for itinerary changes and cancellation fee when an employee changes or cancels a flight reservation. If this situation arises, the employee must submit written justification explaining the reason/business need for the itinerary change



or cancellation, including approval from the Chief Financial Officer in order for change/cancellation fee to be reimbursed.

- For a cancelled air ticket, the amount paid is credited to the employee's name.
  - (a) If air ticket was booked through a City travel agency, the Grant Management Unit is responsible for monitoring use of the credit and ensuring use for authorized official business travel only.
  - (b) If booked on-line directly by employee, the City will reimburse for the cancellation fee if justified business reason for cancellation is provided and approved by the Chief Financial Officer. The City will not reimburse for the cancelled air ticket.

**Business Calls, Fax and Internet Usage**

- Employees or travelers will be reimbursed for reasonable usage with original receipt.
- Business purpose and justification of need required to be documented.
- Identify all business internet charges, business calls, faxes, etc. on the hotel bill.

**Original receipts are required** for all other travel and official expenses related to official BAUASI business. The only exceptions are Toll/Bart/Muni/parking meter/public telephone costs which are reimbursable without receipts. **Reimbursements will not exceed the necessary and reasonable amount as determined by the fiscal agent.** If there is any question about these provisions, please obtain authorization from the Chief Financial Officer in advance of the travel to ensure that reimbursement above these rates will be allowed.

**Non-Allowable and Non-Reimbursable Costs**

The following items will not be reimbursed unless highly unusual circumstances have occurred and written pre-approval was obtained from the Chief Financial Officer.

| Type                  | Examples   |
|-----------------------|--|
| Travel/Transportation | <ul style="list-style-type: none"> <li>• Unjustified car rental and/or upgrade from standard compact size vehicle.</li> <li>• Auto/flight/travel insurance.</li> <li>• Air travel ticket higher than coach/economy class.</li> <li>• Parking/moving violation tickets or other penalties for infractions of any law, repair of automobiles and towing charges.</li> <li>• Passport application fees.</li> <li>• Unjustified cancelled travel tickets and change/cancellation costs.</li> </ul> |
| Lodging               | <ul style="list-style-type: none"> <li>• Unjustified lodging in excess of federal per diem rate.</li> <li>• Payment for accommodation with friends/relatives.</li> <li>• Unjustified lodging during training/meetings within the nine Bay Area counties.</li> <li>• Hotel movies.</li> <li>• Unjustified internet access.</li> </ul>   |
| Meals                 | <ul style="list-style-type: none"> <li>• Reimbursement for meals unless travel is overnight and pre-approved as an exception by the Department Head or provided for in employee MOU.</li> <li>• Unjustified meal expenses in lieu of conference provided meals.</li> <li>• Alcoholic beverages.</li> </ul>   |
| Other Expenses        | <ul style="list-style-type: none"> <li>• Boarding cost of pets and children during business travel.</li> <li>• Excessive phone calls from hotels when traveling.</li> <li>• Personal laundry/dry clean for trips less than 7 days.</li> <li>• Significantly large tips.</li> </ul>   |



**QUESTIONS AND ANSWERS**

**Q:** What is the policy regarding using the Fiscal Agent’s approved vendors vs. employee booking air travel directly?

**A:** Employees have the option of purchasing air tickets from the fiscal agent’s approved vendor or on-line directly. If employees choose to purchase air travel on-line directly, they must document and demonstrate this option is the most economical by obtaining a comparative quote from a City vendor for the travel dates.

**Q:** Can I book air travel for other than coach/economy class?

**A:** No. Airfare should be coach/economy class only. Business class is not reimbursable. Upgrades are not reimbursable.

**Q:** If an airline charges for checked luggage, what is the policy for reimbursing baggage check-in expenses? What documentation is required?

**A:** The BAUASI will reimburse the cost of first checked bag only. Additional baggage check-in costs will be reimbursed with justification explaining the business need for extra luggage. Original receipt required for reimbursement.

**Q:** What expenditures are reimbursed when I drive personal vehicle, city vehicle, rental car?

**A:**

| <b>Mode of Transportation</b>    | <b>Expenses Reimbursed</b>   |
|----------------------------------|--|
| (a) Employee drives personal car | (a) Mileage  |
| (b) Employee drives city vehicle | (b) Fuel expenses (with justification why employee was unable to obtain fuel from Central Shops) |
| (c) Employee drives rental car   | (c) Cost of car rental and gas expenses  |

See “Transportation” section for additional information and requirements.

**Q:** Does my lodging receipt need to be itemized?

**A:** Yes, hotel lodging receipt must be itemized listing all expenses (room, tax, phone calls, etc.) separately. The receipt must also have a zero balance showing the payment was made. If a hotel bill with zero balance is not available, submit the itemized hotel bill along with a copy of credit card statement showing payment was made.

**Q:** If the conference hotel is not available (i.e. fully booked), can I stay at one of the conference provided list of recommended hotels or over flow hotels.

**A:** Yes, conference recommended hotels or overflow hotels with a conference rate will be reimbursed when documentation of the conference lodging rate and a receipt are provided. Reimbursement should be for single room rate.

**Q:** For domestic travel, what if a city is not listed on the CONUS Per Diem website?

**A:** If a city is not listed, check to ensure that the county within which it is located is also not listed. On the GSA website there is a link to the National Association of Counties which can help determine the county a destination is located in. If the city is not listed, but the county is, then the per diem rate is the rate for that entire county. If the city and the county are not listed, then that area is considered to be a Standard CONUS location which is currently \$70 for lodging.

**Q:** Can the BAUASI pay an employee’s family/friends for lodging or other expenses when employee stays with family/friend during business travel?

**A:** No.

- Q:** When employees or travelers stay with family/friends during business travel and therefore do not incur lodging expense to the BAUASI, can employees or travelers be reimbursed for buying family/friends thank you flowers, or meal etc.
- A:** No.
- Q:** Can I claim meal per diem if I found the conference meals unhealthy or insufficient?
- A:** No.
- Q:** Is alcohol and/or corkage expense reimbursable?
- A:** No, alcohol/corkage reimbursement is not allowed.
- Q:** Can the employee or traveler be reimbursed for meals if the travel is for required training?
- A:** Yes, as long as the travel is overnight and the Chief Financial Officer has pre-approved the exception.
- Q:** For foreign travel, what if a location is not listed for per diem under the country employee is traveling to?
- A:** Any location not listed for per diem under a country takes the "Other" rate GSA administers and publishes for that country. An unlisted suburb of a listed location takes the "Other" rate, not that of the location of which it is a suburb.
- Q:** What is the BAUASI's policy for reimbursing internet, fax and phone calls for business?
- A:** Employees or travelers will be reimbursed for reasonable usage. Business purpose and justification of need must be documented and original receipts provided. Identify all business calls, faxes, etc. on the hotel bill.
- Q:** Can I combine personal travel with official business, i.e. personal travel before/after/or in between business trips?
- A:** Employee or traveler may combine personal travel with business travel when pre-approved in writing by the Chief Financial Officer. The BAUASI is responsible only for the official business portion of the trip. When travel on business is extended for personal reasons, before, in between, and/or after official business travel, no personal expenses can be included on the travel expense voucher claim form. Employee or traveler must obtain a quote from approved vendor of the fiscal agent showing the cost of roundtrip ticket for most economical and direct travel to/from the business destination for the dates of official business. This quote will be used for comparison and reimbursement purposes. Employee or traveler must pay for the personal portion of the airfare expense. When combining personal travel with official business travel, there is no reimbursement for lodging, meal per diem, or any other expense incurred before/in between/after the conference/ official business starts /concludes.
- Q:** Is the \$5 incidental per diem given on travel days?
- A:** Yes, incidental per diem is allowed for travel as long as the trip is overnight and pre-approved as an exception by the Chief Financial Officer.
- Q:** What does incidental expense per diem include?
- A:** Transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained within walking distance of the conference/training site or hotel; Fees and tips given to porters, baggage carriers, bellhops, hotel maids and stewards; Mailing costs associated with filing travel vouchers.

- Q:** What is the guideline for giving tips?  
**A:** For tips not covered by the GSA Incidental per diem, tips should generally be within 15%.
- Q:** When on foreign travel for official business, what does the M&IE incidental cover?  
**A:** Separate amounts are established for lodging and meals plus incidental travel expenses (M&IE). The maximum lodging amount is intended to substantially cover the cost of lodging at adequate, suitable and moderately-priced facilities. The M&IE portion is intended to substantially cover the cost of meals and incidental travel expenses such as laundry and dry cleaning.
- Q:** For international business travel, are passports and visas reimbursable expenses?  
**A:** Visas are reimbursed with original receipt. Passport expenses are not reimbursable.
- Q:** What documentation do I need to provide for currency conversion when foreign/  
international travel for official business?  
**A:** International travel expenses must be converted to U.S. dollars. Conversion rate should be calculated for the date the expense was incurred. Include proof of the currency exchange rate. Proof can be in the form of (1) receipts obtained by the employee during travel or (2) a copy of the employee's credit card statement showing the travel expense or (3) a print out from the OANDA.com website or other conversion website using the date shown on the receipt(s).
- Q:** If an employee or traveler pays for conference registration in advance can they be reimbursed before the conference date?  
**A:** No, all employee reimbursements should be approved after the conference has completed.
- Q:** Am I required to provide printouts from an online map service such as Google Maps or Mapquest to be reimbursed for mileage?  
**A:** No, only odometer readings are required by the Grant Management Unit, as long as the mileage is reasonable.

APENDICES

- A. BAUASI Travel & Expense Authorization
- B. BAUASI Field Expense Report



## Bay Area UASI Travel & Expense Authorization

|  |                   |                |                                 |                 |        |
|--|-------------------|----------------|---------------------------------|-----------------|--------|
| <b>Travel Authorization Number:</b>              |                   |                |                                 |                 |        |
| <b>Employee Name:</b>                            |                   |                | <b>Division:</b> DEM/UASI       |                 |        |
| <b>Date(s) of Travel (or event):</b>             |                   |                |                                 |                 |        |
| <b>Type of Event:</b>                            |                   | <b>Meeting</b> |                                 | <b>Training</b> |        |
| <b>Other:</b>                                    |                   |                |                                 |                 |        |
| <b>Purpose of travel or attendance at event:</b> |                   |                |                                 |                 |        |
| <b>Funding Source:</b>                           |                   |                |                                 | <b>Year:</b>    |        |
| <b>OHS Approval Date:</b>                        |                   |                | <b>Approved by:</b>             |                 |        |
| <b>Budget Reference:</b>                         |                   |                | <b>Fund Group-Index:</b>        |                 |        |
| <b>Code-Sub Object-Project Code:</b>             |                   |                |                                 |                 |        |
| <b>Flight Information</b>                        |                   |                |                                 |                 |        |
| Airline  | Flight            | Date           | From                            | To              | Cost   |
|  |                   |                |                                 |                 |        |
|  |                   |                |                                 |                 |        |
|  |                   |                |                                 |                 |        |
| <b>Total Flight Cost</b>                         |                   |                |                                 |                 |        |
| <b>Rental Car Information</b>                    |                   |                |                                 |                 |        |
| Company  | Type              | Reason         | # of Days                       | Daily Rate      | Cost   |
|  |                   |                |                                 |                 |        |
| <b>Total Rental Car Cost</b>                     |                   |                |                                 |                 | \$0.00 |
| <b>Hotel Information</b>                         |                   |                |                                 |                 |        |
| Hotel  | City              | # of Days      | Rate                            | Tax (%)         | Cost   |
|  |                   |                |                                 |                 | \$0.00 |
| <b>Total Hotel Cost</b>                          |                   |                |                                 |                 | \$0.00 |
| <b>Other Information</b>                         |                   |                |                                 |                 |        |
| Item   | Description       |                |                                 |                 | Cost   |
| Registration                                     | Cost of attending |                |                                 |                 |        |
| Per Diem   | Loc:              | DC             | Daily Rate                      | # of Days       |        |
| Mileage  | POV use           | Est Miles      | Rate                            |                 |        |
|  | Reason:           |                |                                 |                 |        |
| <b>Total Additional Costs</b>                    |                   |                |                                 |                 | \$0.00 |
| <b>Total Cost of Travel/Event</b>                |                   |                |                                 |                 |        |
| <b>Division Manager Approval:</b>                |                   |                | <b>Deputy Director Approval</b> |                 |        |
| Name:  |                   | Date:          |                                 | Date            |        |
| Signature  |                   |                | Signature                       |                 |        |
| <b>Received by Grants :</b>                      |                   |                | Date                            |                 |        |
| Name:  |                   | Signature:     |                                 |                 |        |