

## RESOLUTION NO. 1552

### RESOLUTION OF THE MESA WATER DISTRICT BOARD OF DIRECTORS REVISING THE TRAVEL AND BUSINESS EXPENSE REIMBURSEMENT POLICY SUPERSEDING RESOLUTION NO. 1467

WHEREAS, Mesa Water District (Mesa Water® or District) is a county water district organized and operating pursuant to the laws of the State of California ((State or California); and

WHEREAS, the Board of Directors (Board or Directors) of Mesa Water desires to revise its policy for the reimbursement of travel and business expenses made by Directors and Mesa Water employees; and

WHEREAS, effective January 1, 2006, Government Code Section 53232.1(b) requires that local public agencies adopt a written policy specifying reimbursement amounts for expenses such as meals, transportation and lodging; and

WHEREAS, the Board desires to adopt an updated written policy to satisfy State requirements and to provide guidance to Directors and Mesa Water employees regarding such requirements and procedures.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE MESA WATER DISTRICT DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

**Section 1.** This Resolution establishes a policy for the reimbursement of travel and business expenses made by Directors and Mesa Water employees as set forth in Attachment A, which is attached hereto and made a part hereof by this reference (Policy).

**Section 2.** This Resolution is intended to (i) comply with the requirements of California Government Code Sections 53232.2 and 53232.3, (ii) supplement the definition of actual and necessary expenses for purposes of State law relating to permissible uses of public resources, and (iii) supplement the definition of necessary and reasonable expenses for purposes of federal and State income tax laws.

**Section 3.** Members of the Finance Committee will review and approve all expense reimbursements submitted by Directors and the General Manager. The Financial Services Department has final approval of expense reimbursements for Mesa Water employees.

**Section 4.** This Resolution supersedes Resolution No. 1467 and supersedes all prior Board actions and management policies and procedures regarding

reimbursement of travel and business expenses made by Directors and Mesa Water employees.

**Section 5.** This Resolution shall be reviewed by the Board at least once a year.

**Section 6.** This Resolution shall take effect upon adoption by the Board.

ADOPTED, SIGNED, and APPROVED this 16<sup>th</sup> day of November 2021 by a roll call vote.

AYES: DIRECTORS: Atkinson, Bockmiller, Fisler, Dewane, DePasquale  
NOES: DIRECTORS:  
ABSTAIN: DIRECTORS:  
ABSENT: DIRECTORS:

DocuSigned by:  
*Denise Garcia*  
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Denise Garcia  
District Secretary

DocuSigned by:  
*Marice DePasquale*  
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Marice H. DePasquale  
President, Board of Directors

**RESOLUTION NO. 1552**

**ATTACHMENT A**

**RESOLUTION OF THE  
MESA WATER DISTRICT BOARD OF DIRECTORS  
REVISING THE TRAVEL AND  
BUSINESS EXPENSE REIMBURSEMENT POLICY  
SUPERSEDING RESOLUTION NO. 1467**

Travel and Business  
Expense Reimbursement Policy

## Mesa Water District Travel and Business Expense Reimbursement Policy

1. **Maximum Per Diem Allowance** – Mesa Water District (Mesa Water®) shall reimburse all eligible expenses incurred while on District business, in accordance with this Policy, in an amount not to exceed \$650 per day, unless a greater amount is approved by the Finance Committee or General Manager due to special circumstances. Registration and transportation reimbursement shall not be counted as part of the per diem allowance.
2. **Receipts** – Consistent with Internal Revenue Service Regulations §1.274-5, *Substantiation Requirements*, receipts for expenditures are required for lodging and expenses of \$75 or more, and the Director or Mesa Water employee (employee) is required to maintain an account book diary, statement of expense or similar record to substantiate expenses under \$75. In order to obtain reimbursement for eligible expenses, an Expense Reimbursement Form, Attachment B, must be completed and submitted to the Finance Department.
3. **Eligible Expenses** – Directors and employees shall receive reimbursement for actual, necessary and reasonable expenses, including but not limited to meals, transportation, lodging, and other incidental expenses, incurred while on District business, as follows:

- Meals: Reimbursement for meals (Director/Director, Director/employee or employee/employee) is authorized when pertinent District business requires timely resolution and mealtime affords the most convenient manner to address agency business away from the normal work place. Reimbursement for meals shall be for a reasonable amount, plus tip not to exceed 20%.

*In the event that a Director or employee is also paying the cost of meals for others in connection with the conduct of District business, in accordance with this policy, a maximum amount of \$100 per guest per day shall be authorized in addition to the maximum daily per diem of \$650.*

- Transportation (personal vehicle): Reimbursement for travel by a personal vehicle for a total distance of 2,000 miles or less shall be for actual mileage driven, at then-current Internal Revenue Service standard mileage reimbursement rate, from point of departure to destination and return. Reimbursement for travel by personal vehicle for a total distance of 2,001 miles or more shall be, the lesser amount of:
  - 1) mileage reimbursement for actual mileage driven to point of destination and return, or
  - 2) the normal cost of fully refundable round-trip airfare to the airport nearest the destination, plus reasonable ground transportation that would otherwise have been required.

Mileage: Reimbursement rate per mile for use of personal vehicle (excluding employees who receive a monthly vehicle allowance) while on

official District business, will be automatically adjusted to the then-current Internal Revenue Service standard mileage rate.

- Transportation (by air): Reimbursement for travel by air shall be for the normal cost of fully refundable round-trip airfare to the nearest airport, plus reasonable ground transportation. Air transportation should be arranged as early as possible to take advantage of reduced fares for early reservations. The General Manager may approve certain travel enhancements such as upgraded programs on a case-by-case basis. Directors and employees shall use government and group rates offered by a provider of transportation services, when available.
- Transportation (other ground): Reimbursement for taxi, rideshare, rail, bus, or other reasonable ground transportation shall be for the actual cost plus tip not to exceed 20% and applicable taxes.
- Transportation (rental car): Reimbursement shall be for actual cost of the rental car, plus gasoline costs and necessary insurance. If a rental car is used in lieu of personal automobile, the amount shall be equal or less than the normal cost of a fully reimbursable round-trip airfare to the airport nearest the destination, plus reasonable ground transportation that would otherwise have been required. Directors and employees shall use government and group rates offered by a provider of transportation services, when available.
- Parking: Reimbursement authorized for actual cost.
- Toll Charges: Reimbursement authorized for actual cost.
- Hotel Lodging: Lodging costs for conferences and similar activities shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the Director or employee at the time of booking. If the group rate is not available, the Director/employee shall use comparable lodging that is consistent with this Policy. Directors and employees shall use government and group rates offered by a provider of lodging services, when available. Reimbursement not to exceed single room rate plus tax.

For out-of-county or out-of-State business travel that is conducted on more than one day, the Director/employee will have the option of securing one night's lodging at both the front-end and back-end of the trip.

For out-of-county business travel that requires multiple nonconsecutive days, if Director/employee are eligible to claim lodging for the first and last evenings of an out-of-county trip, they are also eligible to claim lodging for any evenings that fall in between the first and last evenings of the trip.

- Telephone/Internet Expenses: Reimbursement (authorized at actual cost) of all reasonable and necessary telephone expenses to conduct District business, including Internet services, while traveling on District business.
  - Baggage Handling: Reimbursement authorized for actual cost.
  - Registration Fees: Reimbursement authorized for actual cost.
4. **Ineligible Expenses** – Personal items, laundry, entertainment, alcoholic beverages, and spouse/companion expenses are not eligible for reimbursement.
5. **Reimbursement from Outside Source** – Directors/employees receiving reimbursement from an outside source for travel on Mesa Water time shall forward such reimbursement to the Financial Services Department for handling and deposit, if they intend on submitting a claim to Mesa Water or use its resources to travel. Directors/employees shall then be entitled to submit a claim for actual, ordinary and necessary expenses for meals, transportation, lodging, and incidental expenses, subject to the conditions set forth in this Policy.
6. **Authorization** –
- All travel outside of Orange County by employees, but within the State of California, requires advance authorization by the General Manager, department manager or his/her designee.
  - All out-of-State travel by employees requires advance written authorization by the General Manager.
  - All out-of-State travel by the General Manager requires authorization by the Board.
  - Authorization for travel by current members of the Board is subject to the guidelines established by the Board.
7. **Cancellations** – Arrangements for transportation, lodging or registration fees that have cancellation or change penalties shall be carefully monitored by the requesting department. If the cancellation/change occurs due to a personal request or obligations of the Director/employee, they will be required to pay the corresponding penalty, except when the Board of Directors, General Manager, or department manager determines that the reason for the absence was legitimate and authorized.

**RESOLUTION NO. 1552**

**ATTACHMENT B**

**RESOLUTION OF THE  
MESA WATER DISTRICT BOARD OF DIRECTORS  
REVISING THE TRAVEL AND  
BUSINESS EXPENSE REIMBURSEMENT POLICY  
SUPERSEDING RESOLUTION NO. 1467**

Expense Reimbursement Form



**YEAR | MESA WATER DISTRICT  
EXPENSE REIMBURSEMENT FORM**

Name \_\_\_\_\_ Date(s) \_\_\_\_\_ GL Acct# \_\_\_\_\_  
 Event \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Item	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Expenses
Meals								
Transportation								
Mileage: 0__ ¢ X Actual Miles								
Taxi/Rideshare								
Parking/Toll Charges								
Hotel Lodging								
Telephone/Internet								
Miscellaneous								
Other								
Registration Fees								
<b>TOTALS</b>								

**(DISTRICT USE ONLY)**

Total Expenses (attach receipts) \_\_\_\_\_  
 Subtract Expenses Paid (e.g., by District credit card, Petty Cash, etc.) \_\_\_\_\_  
**Amount Due** \_\_\_\_\_

Total Expenses \_\_\_\_\_  
 Expenses Prepaid: \_\_\_\_\_  
 Transportation: \_\_\_\_\_  
 Lodging: \_\_\_\_\_  
 Other: \_\_\_\_\_  
 Registration: \_\_\_\_\_  
 Total Cost: \_\_\_\_\_

*I attest that this expense claim is an accurate account of funds spent which were incurred by me for Mesa Water® business purposes.*

\_\_\_\_\_  
Signature Date