

CALIFORNIA VANPOOL AUTHORITY (CALVANS)

General Statement

All travel shall be subject to conditions stated herein. Seminars, training or other educational meetings or classes are included in the travel rules set forth in this policy. The Executive Director has the authority to approve any and all expenses that may exceed the maximum reimbursement amount.

1. Short Duration Travel

One day travel or travel within the County involving no overnight accommodations shall be authorized by the Executive Director.

- A. Meals may be provided when the Executive Director or his/her designee authorizes short duration travel which requires the employee to be away from his/her normal work location at meal time.

CalVans Executive Director or his/her designee may authorize meals for any presentation guests or during training with the approval of the Executive Director.

- B. Meals may be reimbursed during travel when employees are required to attend a breakfast, lunch or dinner meeting within the County and for the benefit of CalVans.

The employee shall sign a written request to explain the reason for the meeting. This document shall be approved by the Executive Director or his/her designee and submitted with the claim and receipt.

All meals must have an itemized receipt.

2. Extended Duration Travel

- A. Extended duration travel which involves reimbursable expenses for overnight accommodations MUST be approved by the Executive Director or his/her designee.

- B. Extended duration travel will be approved only on the basis of one or more of the following guidelines:

(1). Conferences or conventions as approved in the annual budget.

(2). Meetings or conferences required in the implementation or administration of new or ongoing programs may be approved as necessary.

3. CalVans – Hosted Affairs

Whenever the Executive Director of CalVans or his/her designee acts as host for a convention, conference, or meeting that will be of benefit to CalVans, the expenses of the breakfast, lunch or dinner held in conjunction therewith, including meals of duly authorized delegates or representatives, may be paid upon presentation of claims. Receipts are necessary for the meal along with written information about the meeting's purpose and a list of attendees. If only CalVans employees are in attendance, a sign-in sheet should be provided.

4. Mode of Travel

- A. All travel will be the most economical means as determined by the Executive Director. CalVans authorized automobiles are generally preferred but the use of private automobiles may also be authorized when appropriate. Authorized private vehicle usage shall be reimbursed at the rate established by FEDERAL PER DIEM LIMITS.
- B. Other forms of transportation such as trains, buses and airplanes may be used as long as they are approved by the Executive Director and supported by ticket stubs and/or receipts. Reimbursement for airplane fares shall be no greater than the coach rate.

5. Lodging and Meal Expense

- A. In all travel, employees are expected to secure overnight accommodations and meals as economically as possible.
- B. Allowance for lodging is actual cost, and MUST BE SUPPORTED BY A RECEIPT.
- C. Single rates prevail except when the room is occupied by more than one CalVans employee. Any person accompanied by a family member or friend is responsible for the difference between the single room rate and a double room rate.
- D. Since CalVans is a governmental agency, we can qualify for and receive Transient Occupancy Tax Exemption if the hotel/motel will accept it. Hotel/motel Transient Occupancy Tax Waiver Exemption should be used during the hotel/motel registration. When calling the hotel/motel, the employee shall ask for the government or conference rate.
- E. Accommodations for the first night's stay will be covered when a class, convention, or seminar starts at 8 am and you need to travel at least 2 hours to attend the class, seminar or convention. A second night of accommodations will be covered if you

are unable to return due to bad weather or another factor, approval must be made by the Executive Director.

6. Qualifications for Meals.

The CalVans maximum reimbursement for each meal is \$13.00 for breakfast, \$15.00 for lunch and \$26.00 for dinner. Tips are included in the maximum for each meal. Alcohol is not a reimbursable item. Only CalVans per diem rates apply regardless of where the meal was purchased.

Reimbursement requests will only be granted when accompanied by an itemized receipt. Receipts must contain the following information:

- **Name of restaurant**
- **Date and time of meal**
- **Description of meal**

If a CalCard holder pays for the meals of a group, he or she must get separate, itemized receipts for each employee subject to the maximum allowance for breakfast, lunch and dinner. If separate, itemized receipts are missing and the meals were purchased with a CalCard, the purchaser is responsible for reimbursing CalVans for the amount of meals. CalVans has the option to deduct such purchases from the employee's payroll.

One-day travel. For travel which does not require an overnight stay, meal expense amounts for partial days of travel will be based on the above amounts.

An employee may not claim an allowance or reimbursement for any meal which is provided as part of the registration or conference expense.

- A. Times specified below for meals apply to travel that occurs during the hours of 6 am to 7 pm. The Executive Director or his/her designee should discuss any other exceptions to these standards.
- B. Breakfast may be claimed when travel commences at or prior to 6 am on the first day of travel.
- C. Lunch may be claimed on the first day of travel involving an overnight stay that begins at or before 11 am and may be claimed on the last fractional day if the travel terminates at or after 2pm.
- D. Dinner may be claimed on the first day of travel that begins at or before 4 pm. Dinner may be claimed on the last day of travel if the trip ends at or after 7pm.
- E. For all travel in which breakfast, luncheons and/or dinners are provided; the employee is not entitled to a meal allowance. Complimentary continental breakfasts provided at particular hotels or motels as part of the cost of attendance

are not considered a meal, and an employee may receive reimbursement for the cost of a breakfast meal notwithstanding the availability of the complimentary breakfast.

- F. Lunch may be claimed for one day trips between assigned work areas. An example would be where someone moves a van from the Hanford area to the Greenfield area. Lunch may not be claimed for trips that occur inside an employees assigned work area.

7. Miscellaneous Travel Expense

- A. The following items may also be claimed if incurred in the performance of CalVans business and if supported by ticket stub and/or receipts:
 - 1. Registration/conference fees or dues.
 - 2. Hotel/Motel parking. If self parking is available, then valet parking will not be reimbursed.
 - 3. Ferry.
 - 4. Shuttle buses and taxi fare.
 - 5. Airport parking.
 - 6. Business telephone calls.
 - 7. Internet service.
- B. Receipts are NOT required in order to be reimbursed for:
 - 1. Metered parking.
 - 2. Road or bridge tolls

8. Travel Budget Limitations

- A. Travel **MUST** be approved by the Executive Director.
- B. Travel will be reviewed by the department's budget Analyst annually to ensure appropriate uses and funding levels.

9. Right of Appeal

- A. Damages to employee's personal vehicles shall be covered by the employee's insurance. If the employee has a deductible type policy, the employee shall assume this liability while on CalVans business, just as the employee would while driving on personal business. Reimbursement for using your personal vehicle will be at the FEDERAL PER DIEM RATE.

10. Claim Procedure

A signed travel request form must accompany all travel claims, except one-day travel claims.

- A. Claims for expenses incurred while traveling on official CalVans business shall be submitted to the accounting department within ninety days after completion of authorized travel.
- B. Statement on the claim shall include the purpose of the trip and inclusive dates of travel. All receipts must accompany the claim.
- C. All expenditures shall be itemized and all claims shall include a travel request form, itinerary/agenda and the receipts for registration fees and lodging, ferry, parking, bus and taxi fares **when available**. Receipts are not required for toll bridges, meter parking or unattended parking lots.
- D. If claimant purchases a ticket on a common carrier or aircraft, the receipt shall accompany the claim form.
- E. A copy of the travel request **MUST** be approved by the Executive Director.

The foregoing policy was adopted on a motion by Commissioner _____, seconded by Commissioner _____, at a regular meeting held on _____ by the following vote:

AYES:
NOES:
ABSENT:

CALIFORNIA VANPOOL AUTHORITY
Board of Directors

Chairman

WITNESS, my hand this ____ day of _____, 2017.

Clerk of the Board