

# **Transbay Joint Powers Authority**

## **Travel Policy Standard Practices and Guidelines**

### **1 Purpose**

The purpose of this document shall establish a process of authorization and reimbursement for business travel, business expenses, subsistence allowance for indefinite assignments, and relocation. These policies and procedures will become effective November 1, 2004.

In general, it is the policy of the Transbay Joint Powers Authority (TJPA) to follow the Federal Travel Regulation (FTR), except in those cases where the TJPA policy is more stringent than the FTR.

### **2 Policy Summary**

Except as otherwise provided, consultants and subconsultants of the Transbay Joint Powers Authority (TJPA) shall secure advance written authorization for business travel, business expenses, indefinite assignments, and relocation from the Executive Director or designee. Authorized incurred expenses shall be reimbursed up to the limit prescribed in the applicable Federal Travel Regulations (FTR) Chapters 300 to 304, applicable U.S. General Services Administration (GSA) per diem rates, and applicable Internal Revenue Service (IRS) allowances. For current information and details about the FTR, GSA, and IRS regulations, please go to <http://www.gsa.gov> and <http://www.irs.gov> websites.

In general, it is the policy of the TJPA to provide reimbursement of actual expenses based upon receipts up to the maximum amount allowable under FTR. All efforts should be made to incur travel, business expense, and relocation expenses at or below the per diem rates established by GSA. The TJPA reserves the right to reduce the amount of reimbursement below the maximum allowed under the FTR. Such reductions will be specified in writing at such time as advance written authorization for business travel is provided.

Consultants and subconsultants who travel by automobile on TJPA business for trips of one (1) day or less, outside the nine county San Francisco Bay Area, will be required to secure authorization from the Executive Director, or designee.

### **3 Procedure**

Any person in the service of the TJPA who has been authorized to travel shall be reimbursed for expenses incurred for mileage, transportation, lodging, meals, and other miscellaneous expenses in accordance with GSA per diem rates, IRS business mileage rates, and as permitted under consultant contracts with the TJPA.

#### **3.1 Travel**

##### **3.1.1 Mileage**

- (a) Any consultant or subconsultant of the TJPA who has been authorized to travel on TJPA business by use of a privately owned motor vehicle shall be reimbursed for the actual miles traveled; at the maximum allowable rate per mile under IRS guidelines. The phrase "actual miles traveled" means all miles driven on TJPA business, including:
  - 1. The mileage from home to the first field work location that exceeds the mileage from home to the regular work location.
  - 2. The mileage to and from the regular work location and the field location, and between field locations.

3. The mileage from the last field location to home that exceeds the mileage from the regular work location to home.
  4. The mileage to/from home or office to the airport or other point of commercial conveyance.
- (b) Reasonable toll charges are reimbursable, unless the charges are incurred as part of a normal commute.
  - (c) Reasonable parking charges are reimbursable, unless the charges are incurred as part of a normal commute.
  - (d) Bicycles are not eligible for mileage reimbursement.
  - (e) Reimbursement for mileage shall not exceed the cost of coach airfare or the cost of first class airfare when coach service is not available.

### 3.1.2 Transportation

- (a) Private conveyance – As authorized by Section 3.1.1.
- (b) Airplane Travel – The actual cost for coach air fare, or the cost of first class airfare when coach services is not available, shall be reimbursed, except as otherwise authorized by the Executive Director, or designee.
- (c) Public carrier services, including taxicabs, buses, and trains: The actual cost for such services shall be reimbursed, except that reimbursement shall not exceed the cost of coach fare or the cost of first class fare when coach service is not available.
- (d) Reasonable parking or shuttle service to and from the airport may be claimed as miscellaneous expense for reimbursement.
- (e) Rental cars are authorized for reimbursement, with advance approval, only when absolutely necessary and when other transportation is not feasible or car rental is more economical. The cars are to be reserved at the least expensive rate.

### 3.1.3 Lodging

- (a) The cost for single-person occupancy shall be reimbursed in accordance with per diem base rates set forth by GSA unless otherwise authorized by the Executive Director, or designee. Reimbursement for lodging shall not exceed the base rate unless the travel is to a more expensive area, such as New York and Washington D.C. Payment for any lodging in excess of the base rate must be authorized by the Executive Director, or designee.
- (b) If a person elects to extend his or her stay one or two weekend days in order to secure a lower airfare, they will be entitled to reimbursement for food and lodging costs during the weekend only if the difference in airfare between the lowest weekly rate and the lower weekend rate is more than the additional food and lodging costs.
- (c) Certain additional expenses will be allowed for travel stays of greater than seven days when required for TJPA business. Examples of such charges may include laundry and dry cleaning.
- (d) Receipts shall be provided for all lodging expenses, unless a receipt is not available. If a receipt is not available, reimbursement up to the amount of the base rate is possible with an appropriate detailed explanation of the non-availability of a receipt. Payment for any lodging expenses in excess of the base rate must be authorized by the Executive Director, or designee.

### 3.1.4 Meals

- (a) The cost of meals and tax shall be fully reimbursed, but shall not exceed the per diem base rates set forth by GSA. Taxes are included in the per diem base rates.

For additional information and details go to the GSA website at <http://www.gsa.gov>.

- (b) Receipts shall be provided for all meals, unless a receipt is not available. If a receipt is not available, reimbursement up to the amount of the base rate is possible with an appropriate detailed explanation of the non-availability of a receipt. Reimbursement for receipted meals will not exceed the base rate unless the travel is to a more expensive area, such as New York and Washington D.C. Payment for any meals in excess of the base rate must be authorized by the Executive Director, or designee.
- (c) Actual cost of meals will be reimbursed when served in conjunction with a meeting when there is no choice in the price of said meals.
- (d) Reimbursement for alcoholic beverages is prohibited.
- (e) No reimbursement shall be made for meals taken during the normal working day or less than two (2) hours before and less than two (2) hours after the normal working day, except as authorized by the Executive Director or designee. Reimbursement in accordance with Section 3.5.a of this Policy shall be made for all meals taken during travel occurring more than two (2) hours before or more than two (2) hours after the normal work day.

### **3.1.5 Miscellaneous Expenses**

- (a) Telephone: Long distance calls for TJPA business are allowable and require documentation relating to person and subject discussed. These charges should be claimed as miscellaneous expenses.
- (b) Non-reimbursable Costs: The following expenses will not be reimbursed by the TJPA: personal items, such as personal hygiene items, magazines, travel insurance, and alcoholic beverages.

## **3.2 Business Meal Expenses**

- (a) Except as otherwise provided, consultants and subconsultants of the TJPA shall secure advance written authorization for business meal expenses. Authorized incurred expenses shall be reimbursed based on receipts. Every effort should be made to avoid incurring meal expenses, such as providing meeting participants with adequate meal breaks and/or scheduling meetings during non-meal times. If meal expenses are to be incurred, every effort should be made to minimize the costs associated with the expense.

### **3.2.1 Reimbursement for Service Providers and TJPA Representatives**

- (a) The Executive Director or designee may authorize meals or reimburse the cost of meals for any person, group, appointive board, or committee providing services to the TJPA without compensation, and to any TJPA employee, consultant or subconsultant assigned to assist same; provided, however, that such meals shall be in conjunction with a meeting or other business relating to TJPA business.
- (b) Any person representing the TJPA at any meeting or other business shall be reimbursed the actual cost of meals served in conjunction with the meeting when there is no choice in the price of said meals.

### **3.2.2 Business Meeting Expense**

- (a) Any consultant or subconsultant of the TJPA who seeks reimbursement of business meeting expense shall obtain prior approval from the Executive Director or designee prior to incurring this type of expense.
- (b) Actual necessary expenses related to conducting official TJPA business with government officials, media representatives, contractors, and other similar persons will be reimbursed. Supporting detail must include receipts, names, and positions of the individuals involved and a brief statement of the business necessity of the expenditure. In certain instances, it may be appropriate for the payer of business meeting expenses to allocate expenses to other TJPA participants.

### **3.3 Indefinite Assignments**

#### **3.3.1 Subsistence Allowances for Indefinite Assignments**

All indefinite assignments by consultant and subconsultant personnel must receive prior approval by the Executive Director or designee. All travel and subsistence expenses (per diem) shall be limited to the maximum reimbursable costs set by GSA per diem rates, current Federal Travel Regulations and mileages allowances set by the Internal Revenue Service. Any allowance deviations from these regulations must receive prior approval from the Executive Director or designee. Reimbursement will be in accordance with Section 3.5 of this Policy. For additional information regarding regulation allowances, go to the GSA website at <http://www.gsa.gov> and the IRS website at <http://www.irs.gov>.

#### **3.3.2 Continuance**

Continuance of an indefinite assignment status is to be reviewed on a 6-month basis and approved by the Executive Director or designee.

### **3.4 Permanent Relocation**

#### **3.4.1 Permanent Relocation Expenses**

All permanent relocation expenses of consultant or subconsultant personnel must receive prior approval by the Executive Director or designee. Relocation allowances shall be limited to the maximum reimbursable costs set by Chapter 302 of the current Federal Travel Regulations. Reimbursement will be in accordance with Section 3.5 of this Policy. For additional information, go to the GSA website at <http://www.gsa.gov>.

### **3.5 General**

#### **3.5.1 Reimbursement**

Before any necessary travel expenses are paid to any person in the service of the TJPA, that person shall prepare and sign an itemized account of such expenses, no later than thirty (30) days after return from the travel, and this account shall be entered on or attached to a claim form or expenses report and must be certified by the claimant. The claim shall contain the following information and supporting data:

- (a) The date and time of departure from the office or place of residence at the commencement of travel, and the date and time of return to the office or place of residence upon completion of the travel.
- (b) The date and time of arrival and departure from each city or location where the TJPA business was performed.
- (c) An itemization and receipts for all expenses, including meals.

#### **3.5.2 Claims**

All claims made for reimbursement must be approved by the Executive Director or designee. All claims are subject to review. Rejection of specific items or the overall claim may occur if the item carries an unreasonable cost, or prior authorization was not obtained.