



TITLE:
Travel & Business Expense Policy
ADOPTED BY BOARD OF HARBOR COMMISSIONERS:
Policy #405.1 presented for adoption March 28, 2016
EFFECTIVE DATE:
This Administrative Policy is effective upon approval by the Board of Harbor Commissioners.
SUPERSESSION:
This policy supersedes Administrative Policy # 405
PURPOSE:
The purpose of this policy is to set forth the policies and procedures to be used for documenting, reviewing, and approving of travel expenses related to the conduct of Oxnard Harbor District business. This policy is applicable to Harbor Commissioners and employees.
POLICY:
<p>1. <u>LAW AND POLICY.</u></p> <p>a. <u>LAW.</u> Section 6060 of the California Harbors and Navigation Code states: the commissioners shall be allowed any actual and necessary expenses incurred in the performance of their duties. Section 6077.4 states that it is the business of the District to promote maritime and commercial interest by proper advertisement of its advantages and by solicitation of business within or without the District and within other states or foreign countries through such employees or agencies as are expedient. Section 6078 further states that the Board may take all action necessary and convenient for the exercise of these powers.</p> <p>Reimbursement for Commissioners' travel expenses, including lodging, meals, transportation and other actual and necessary expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.</p> <p>b. <u>POLICY.</u> Oxnard Harbor District shall reimburse Commissioners and District Employees for actual and necessary expenses incurred in the performance of their duties and in compliance with this policy.</p> <p>Any expense that does not fall within this adopted policy must be approved by the Board of Harbor Commissioners in a public meeting before the expense is reimbursed or ratified.</p> <p>Travel and other expenses including transportation, lodging and meals for family members or other traveling companions of Commissioners and District Employees are not eligible for payment or reimbursement by the District.</p>

All documents related to reimbursable expenses are public records and subject to disclosure under the Public Records Act.

2. TRAVEL AUTHORIZATION. No District Employee may travel or incur travel related costs on behalf of the District without prior written approval on a Request for Travel Authorization form (RTA) approved by the CEO & Port Director. Such approval must be gained prior to incurring and booking any travel related costs such as airfare, lodging, and registration fees, etc.

The original, approved version of the Request for Travel Authorization form shall be attached to the claimants Expense Report form (ER) and submitted to the Finance Department with proper account coding and approval signatures within 45 days of the return from a trip or occurrence of an expense (such as pre-purchased air fare), which ever happens sooner.

3. EXPENSE REPORTING FORM. The District Expense Report form (ER) will be used to document expense transactions which represent expenditures subject to reimbursement to the claimant or ratification for expenses paid by the District on the claimant's behalf.

The Expense Report form (ER) shall be properly documented with detailed receipts, stated business purposes, identified parties, and all other requirements stated on the ER.

4. PREPARATION. The claimant is responsible for preparation of forms as provided in Paragraphs 2 (RTA) and 3 (ER), to substantiate expense items. The District Expense Report form must be submitted within 45 days, after incurring the expense, and must be accompanied by itemized receipts documenting each expense and a pre-approved Request for Travel Authorization form, if applicable.

Pursuant to Government Code section 53232.4, penalties for misuse of public resources or falsifying expense reports may include, but are not limited to: 1.) loss of reimbursement privileges, 2) restitution to the District, 3) civil penalties and, 4) criminal prosecution.

5. SUPPORTING DOCUMENTS. Supporting documents such as itemized receipts, stubs, tickets, hotel bills, must be attached by the claimant to the District Expense Report form, in order for the expenses to be eligible for reimbursement or ratification.

6. TRAVEL CHARGES. It is the policy of the Oxnard Harbor District to encourage economy on all travel expenses. Accordingly, Commissioners and District Employees are to carefully select travel modes, restaurants and lodging places, using discretion and reasonably good judgment which reflects a balance between economy and the best interest of the District. The following guidelines should be followed:

- a. LODGING. Hotel and motel charges shall be based on single occupancy rates. The District will not reimburse or ratify Commissioners or District Employees for lodging expenses incurred by family members or other personal traveling companions. If travel is in connection with a conference, seminar or organized educational activity, lodging costs should not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available at the time of booking. If the group rate is not available, the Commissioner or District Employee shall use comparable lodging that is consistent with the requirements of Government Code Section 53232.2. Any exceptions for Commissioners or the CEO & Port Director must be pre-approved by the Board of Harbor Commissioners in advance. Any exceptions for District Employees must be approved by the CEO & Port Director in advance.

Pre-conference lodging (one-day) will be allowed when travel exceeds 60 miles one way, if

the event starts at or before 9:00 a.m. In order to avoid night-time travel, after conference lodging (one day) will be allowed when travel exceeds 60 miles (one way) from the District's Administration Office. By way of example, for conferences ending on Friday afternoon, lodging would be allowed for Friday night and Saturday would be used as the travel day to return home.

Pre-conference lodging (two-day) will be allowed when time zone changes and/or flight restrictions do not allow for adequate and reasonable rest for travelers. Such instances shall be properly documented on the travelers expense reimbursement form.

- b. MEALS. These are cost guidelines (not per diems).for each meal, including beverage and tip:

Breakfast - \$ 24.00

Lunch - \$ 28.00

Dinner - \$ 45.00

A Commissioner or District Employee will not be reimbursed or ratified for meals that are lavish or extravagant. An expense is not considered lavish or extravagant if it is reasonable based on the facts and circumstances. Reimbursement or ratification will not be disallowed merely because the expense is more than the cost guidelines when considering general meal prices at the location in which the meal expense is incurred.

Additionally, expenses for persons who accompany Commissioners or District Employees and who are included in business entertainment must be reported by the claimant and will be deducted from any funds due the claimant. If a detailed accounting of the meals is not shown on the receipt, the amount will be determined by an equal division of the total expense for all individuals in attendance.

- c. TRANSPORTATION. Government and group rates offered by a provider of transportation services should be used for travel when available. Travelers should use every reasonable effort to obtain the lowest non-stop airfare available that suits the planned itinerary. Domestic flights, and International flights not exceeding five (5) hours, shall be booked in economy class. International flights exceeding five (5) hours may be booked in economy or business class with reasonable justification. Any exceptions must be pre-approved by the Board of Harbor Commissioners in advance. Commissioners and District Employees should book at the earliest possible time to obtain discounts and avoid late registration charges.

If a Commissioner or District Employee cancels his/her attendance at a conference/meeting without extenuating circumstances for which payments have been advanced by the District, the Commissioner or District Employee must reimburse the District for the amount(s) not recovered from the service provider.

Other reimbursable transportation expenses may include, but are not limited to, flight change fees, seat assignment fees (or similar), airline baggage check fees, ground transportation to and from airports and hotels, car rental, taxis, garage fees, and fees for tolls & ferries. The expense of any traffic or parking citation is not reimbursable.

When renting an auto outside of the United States, it is recommended by the District's Insurance brokers to purchase the Insurance coverage offered in foreign countries. When

renting in the U.S., it is not necessary to purchase such insurance.

- d. OTHER ACTUAL AND NECESSARY EXPENSES. Other actual expenses in connection with professional meetings, conferences and seminars and necessary for Oxnard Harbor District/Port of Hueneme business will be reimbursed when substantiated by detailed receipts.
- e. COMMUNICATIONS. Internet/Wi-Fi access or similar technology will be reimbursed if used for reasonable business purposes.
- f. LAUNDRY. Expenses for laundry/dry cleaning are reimbursable for travel extending beyond 5 days, or in exceptional and reasonably documented circumstances.
- g. GRATUITIES. Reasonable tips for various services including, but not limited to, baggage handling, housekeeping, taxi/shuttle services and garage parking are allowed under this policy. Due to the nature of gratuities, they will be reimbursed without receipt provided the amounts are within reason.
- h. PERSONAL EXPENSES. Items of a personal nature shall not be reimbursed or ratified. Any additional costs for airfare, hotel or other expenses associated with any personal portion of travel conducted before, during or after a District business trip are non-reimbursable.
- i. CURRENT AND PROSPECTIVE BUSINESS CLIENTS. The District is engaged in competitive business. When it is reasonably necessary, Commissioners and Management Employees may host meals and events for current or prospective business clients. When doing so, Commissioners and Management Employees should, whenever reasonably feasible, and in the interest of economy, stay within the cost of meal guidelines of paragraph 5.b. for each meal purchased for which reimbursement is sought. The term "whenever reasonably feasible" recognizes that there are occasions when the cost of meals purchased when hosting current or prospective clients will exceed the guidelines set forth in paragraph 5.b.

7. OTHER GUIDELINES.

- a. USE OF PERSONAL VEHICLES. When Commissioners or District Employees use their own vehicle on authorized business, they are entitled to mileage reimbursement. The reimbursement rate per mile is established at the published rate set each year by the Internal Revenue Service. Mileage shall be reimbursed based on distance from the District's Administration Office to the destination and return. Commissioners and District Employees are not entitled to reimbursement for automobile expenses incurred in travel from their place of residence to and from the District.
- b. DISTRICT CREDIT CARDS District issued credit cards may only be used as authorized by the CEO & Port Director for actual and necessary expenses incurred in the conduct of duties related to the performance of District business. Use of District credit cards for travel related expenses must be in compliance with this policy. Credit card expenses for travel related spending are to be submitted on the District's Expense Report (ER) Form within 45 days of the return from travel.
- c. TYPES OF ACTIVITIES THAT QUALIFY COMMISSIONERS AND DISTRICT EMPLOYEES TO RECEIVE REIMBURSEMENT.

- I. ETHICS TRAINING as required by Government Code Section 53234 for all

Commissioners. (And all District Employees designated by the Board of Harbor Commissioners to receive ethics training).

- II. ACTIVITIES ON THE CALENDAR OF EVENTS: The Board of Harbor Commissioners periodically approves the placement of activities throughout the year on the Calendar of Events. Any Commissioner or District Employee may attend an activity placed on the Calendar of Events and shall be entitled to reimbursement or ratification in accordance with this policy for expenses actually incurred in such attendance. Approval of the Calendar of Events shall be a determination by the Board of Harbor Commissioners that expenses actually incurred in attendance at an activity placed on the Calendar of Events are actual and necessary expenses incurred by a Commissioner or Management Employee in the performance of his/her duties. Written or oral reports must be made by Commissioners attending matters on the Calendar of Events. Whereas multiple attendees to an event exist, a joint report may be provided.

Promotion and furtherance of the Oxnard Harbor District/Port of Hueneme requires that Commissioners and Management Employees participate in certain appropriate local events and professional seminars, meetings, and conferences. Attendance at any other civic or special function, determined by the Board of Harbor Commissioners in advance to be in the public interest of the Oxnard Harbor District/Port of Hueneme is deemed a reimbursable expense on behalf of the District. APPROVAL OF REIMBURSEMENT PAYMENT Prior to payment of any expense reimbursement, approval for the Expense Report form (ER) will be obtained as follows :

- a. COMMISSIONERS. For each Commissioner on authorized business, the Chief Finance Officer shall review and approve the ER claim and forward it to the CEO & Port Director for review and approval.
 - b. CEO & PORT DIRECTOR. For the CEO & Port Director on authorized business, the Chief Finance Officer shall review and approve the ER claim and forward it to a Commissioner serving on the Finance Committee for review and approval.
 - c. ALL OTHER DISTRICT EMPLOYEES. For all other District Employees on authorized business, the employee's direct supervisor shall review and approve the ER claim and forward it to the Chief Finance Officer who shall review and approve the ER claim. The ER claim is then forwarded to the CEO & Port Director for final review and approval.
 - d. VENDOR AND CONSULTANT TRAVEL EXPENSES. Unless otherwise agreed to in a valid, authorized written agreement with the District, consultants, contractors, or other vendors who travel on District business shall be reimbursed for travel expenses based on the same policies as apply to District Employees.
9. REPORTING UNDER GOVERNMENT CODE SECTION 53065.5. On an annual basis, the District is required to disclose any reimbursement paid by the District within the immediately preceding fiscal year of each occurrence of \$100 or greater for each individual charge for services or product received. Individual charge includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the Board of Harbor Commissioners.

The disclosure requirement shall be fulfilled by including the reimbursement information either in a document published or printed at least annually by a date determined by the District and shall be made available for public inspection.



ADMINISTRATION AND FINANCE
POLICY # 405.1 - Travel & Business Expense
Supersedes Policy # 405

RELATED POLICIES AND PROCEDURES:
Policy 402.1 Spending Authority
DEFINITIONS:
None.