

---

# Novato Sanitary District

## POLICY HANDBOOK

**POLICY TITLE:** Compensation, Meetings, and Travel

**POLICY NUMBER:** 4100

**4100.1** The purpose of this policy is to prescribe the manner in which Novato Sanitary District Directors and employees may be compensated while conducting District related business. The District is committed to wise and prudent use of its entrusted public funds, to conserve District resources, and to keep expenses within community standards. This policy applies to all District Directors and employees. Directors and employees shall only be compensated for performance of official duties, including (but not limited to) attending conferences, seminars, and meetings.

**4100.2 Documentation Requirements and Responsibility:** All actual and necessary travel and incidental expenses shall be reimbursed upon submission of the District's expense reimbursement form and accompanying receipts for preapproved events. The expense reimbursement form must be submitted within 30 days of the qualifying travel or expense.

Individuals are responsible for maintaining and submitting a record of all expenses incurred on behalf of the District and for documenting said costs by receipts. The Administrative Secretary shall provide and receive expense claims, classify the expenses, verify travel authorization, and verify the completeness and accuracy of the amount claimed. The District General Manager, or his or her designee, is responsible for authorizing expense claims for District staff. The District General Manager, or his or her designee, is responsible for presenting claims from Directors for authorization of payment by the District Board President.

All documents related to reimbursable agency expenditures shall be considered public records subject to disclosure under the California Public Records Act.

**4100.3 Director Compensation:** Directors are eligible to receive compensation for the following:

- a. Meetings of the legislative body (Board meetings).
- b. Meetings of District Standing Committees and Regular Committees
- c. Meetings of Ad Hoc Committees as assigned by the Board President.
- d. Other District-business-related activities pre-approved by the Board.

**4100.4 "Per Diem" Allowance for Meals (including room service) and Incidental Expenses:** The District shall follow the Internal Revenue Service (IRS) Guidelines and reimburse meal and incidental expenses up to the US General Service Administration (GSA) per diem allowance rates for the location of the event, net of any event provided meals, while traveling on District business.

**4100.5 Lodging Expenses:** Whenever possible, lodging reservations shall be arranged through the District at the least expensive available rate. Government or group rates shall be used when offered. Lodging costs shall not exceed the maximum group rate published by the event sponsor, provided that such rate is available at the time of booking. If the published rates are not available, reimbursement shall be for lodging expenses incurred at a lodging establishment of comparable quality and cost to the event establishments. If, due to lack of advance notice or other extenuating circumstances, the District cannot arrange lodging, any lodging expenses incurred shall be governed by this section 4100.5.

**4100.6 Transportation (General):** Reasonable efforts shall be made to ensure that the most economical (cost-effective and time-efficient) mode and class of transportation is used, considering the possibility of car-pooling and ride sharing (particularly for out-of-town car rentals or taxis) compared to other forms of transit.

**4100.8 Personal Vehicle Travel:** Reimbursement shall be at the IRS Mileage Rate. For travel by personal vehicle in lieu of air flight(s), reimbursement for use of personal vehicle shall be the lower of the equivalent value of the lowest airfare, or the IRS Mileage Rate.

**4100.9 Car Rental:** Reimbursement shall be for the expense of car rental, so long as such rental rate is at the least expensive available rate for mid-size or smaller vehicle.

**4100.10 Air Travel:** Directors and employees shall be reimbursed for the expense of a roundtrip airplane ticket, as long as such ticket reserves a seat in the least expensive class of seating provided by the airline (i.e. economy class or open-seating) available at the time of booking the reservation. The District will reimburse the cost of one checked baggage item per flight.

**4100.11 Taxis, Shuttles, Transit, Parking and Bridge Tolls:** Reasonable efforts shall be made to obtain the most economical transportation and parking rates. Expenses for these items shall be reimbursed at cost. Use of features such as valet parking is discouraged and may not be reimbursable unless deemed unavoidable.

**4100.112 Seminar/Meeting Registration Fees:** shall be paid by the District as applicable.

**4100.13 Other Expenses:** All other actual and necessary expenses incurred on District related business not described in this Policy shall be approved by the Board of Directors in a public meeting.

**4100.14 Prohibited Expenses:** The District will not pay for the following expenses:

- a. Alcoholic beverages
- b. Movie rentals
- c. Personal telephone calls
- d. Spouse/companion meals or travel
- e. All other personal expenditures not directly related to travel.

**4100.15 District Booking for Spouse or Companion:** District staff may on occasion book reservations for the spouse or companion of an employee or Director who is traveling on District business for the convenience of the employee or Director. All costs associated with any such booking for a spouse or companion shall be assumed by the employee or Director and to the extent any booking cost or deposit is paid by the District, the employee or

Director shall immediately reimburse the District. In no event shall the reimbursement occur more than seven (7) days after the District's payment of the booking or deposit.

**4100.16 Brief Report to Legislative Body:** Directors shall provide brief reports on meetings attended at the expense of the District at the next regular meeting of the Board of Directors. Such reports may be verbal or in writing.

**4100.17** This policy shall be consistent with state law (AB 1234 – Ethics Training) and comply with state law as it changes from time to time.