

San Mateo County Harbor District

Policy	Number: 4.2.1	Date of Approval: 06/21/2006	Adopted By: Resolution 36-98
Title: Expense Accounting and Expenditure Reimbursement for Employees	Prepared By: E. Wilkerson Procedure Approved S.McGrath 9/13/2016	Revised By: Resolution 31-06 Procedure 9/13/2016	Page: Page 1 of 6
Purpose: To establish policy guidelines on District reimbursement for expenses for District employees while on District business			

1.0 Statement of Policy

It is the policy of the District to prescribe the manner in which district employees may be reimbursed for expenditures related to District business. This policy applies to all employees and its provisions regarding expense reimbursement are intended to result in no personal gain or loss to an employee.

2.0 Description of Procedure

Whenever district employees desire to be reimbursed for out-of-pocket expenses for item(s) or service(s) appropriately relating to District business, they shall submit their requests on a reimbursement form approved by the General Manager. Included on the reimbursement form will be an explanation of the district-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached.

The General Manager or Director of Finance will review and approve reimbursement requests.

Reimbursement rates shall coincide with rates set by Internal Revenue Service Publication 463 or its successor publication(s).

Any and all expenses that do not fall within the adopted reimbursement policy or the IRS reimbursable rates are not eligible for reimbursement.

The District shall provide expense reimbursement report forms to employees who incur reimbursable expenses on behalf of the District to document that their expenses adhere to this policy.

Receipts are required to be submitted in conjunction with all items listed on the expense report form. Expenses without receipts will not be reimbursed.

Expense reports shall be submitted within a reasonable time, but not more than sixty (60) days after incurring the expense.

It is against the law to falsify expense reports. Penalties for misuse of public resources or violating this policy may include, but are not limited to, the following:

- a) The loss of reimbursement privileges;
- b) Restitution to the local agency;
- c) Civil penalties for misuse of public resources pursuant to Government Code Section 8314; and
- d) Prosecution for misuse of public resources, pursuant to Section 424 of the Penal Code, penalties for which include 2, 3 or 4 years in prison.

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2.1 PRIOR APPROVALS

2.1.1 Out-of-State Travel and Expenses

Requires prior approval by the Board of Harbor Commissioners, in writing, which shall verify that budgeted funds are available prior to approving the travel and expenses.

2.1.2 Travel and Expenses Outside of San Francisco and San Mateo Counties

Travel and expenses for employees require the prior approval of the General Manager. The General Manager shall verify that budgeted funds are available prior to approving the travel and expenses.

2.1.3 Travel and Expenses Within San Francisco and San Mateo Counties

Travel and expenses for employees require the prior approval of the Department or Site Manager. The Department or Site Manager shall verify that budgeted funds are available prior to approving the travel and expenses.

Allowable Expenses

3.1 General Expenses

3.1.1 *Parking Fees and Tolls*

Parking fees and tolls will be reimbursed by actual cost and receipts shall be presented where possible.

3.1.2 *Tips*

Tips shall be reimbursed when customary and reasonable but not to exceed twenty percent (20%).

3.1.3 *Meals*

Rates are established by the Federal General Service Administration. Employees may opt for a per diem rate as established for area of travel. Partial days of travel may be reimbursed at 50% of the daily per diem. If employee opts out of per diem, reimbursements must be itemized, with receipt and may not exceed GSA meal and incidental rates. The Per Diem rates including tax and gratuity are published for each travel area at the following link:

<http://www.gsa.gov/portal/content/104877>

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The above prices are to be used as a guideline for those who do not opt for the Per Diem reimbursement (without receipt). Daily total with receipts will not exceed \$53.00. Full itemization should be made when receipts are unavailable.

3.1.4 Other Miscellaneous Expenses

Other miscellaneous expenses incurred either personally or on a District credit card shall require the approval of the appropriate authority outline in Section 2.1, Prior Approvals, prior to the expenses being incurred..

3.1.5 Confirmation of Expenses Prior to Incurring Cost

Employees are encouraged to confirm reimbursement rates prior to incurring with the District Finance Department

3.2 Expenses Incurred Within San Francisco or San Mateo Counties

3.2.1 Mileage

Employees who utilize their personal vehicles on travel assignments will be allowed the IRS allowable rate per mile.

3.2.2 Meals

Reimbursement for meals will be allowed only when the employee is attending a seminar, conference, or meeting as a representative of the District for a specific purpose, or when the employee's attendance will directly benefit the District. There is no reimbursement for meals which are provided as part of the event registration. No reimbursement will be allowed for meetings that are of a social nature.

3.3 Expenses Incurred Outside San Francisco and San Mateo Counties

3.3.1 Lodging

Lodging connected or other prior approved events shall not exceed the maximum group rate published for the conference or activity, if one is available. Use of the conference hotel is generally recommended. If the published group rate is unavailable employees shall be reimbursed for comparable lodging at government or IRS rates up to the GSA maximum.

Lodging expenses will be reimbursed on completion of authorized travel upon submittal of proper claim. The single rate should be clearly indicated on all receipts.

3.3.2 Mileage Allowance

Employees who utilize their personal vehicles on travel assignments will be allowed the IRS allowable rate per mile. Each Employee who drives a private vehicle on District business must have copy of their personal liability insurance on said vehicle on file at the District Office. No reimbursement for mileage shall exceed the dollar amount of round trip airfare at the coach rate on a licensed common carrier, plus auto rental or taxi fare at point of destination.

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When two or more employees are attending the same seminar, convention, or meeting, carpooling shall be practiced whenever possible. The actual odometer reading from the District offices to destination and return to the District offices will be used.

If an employee, for his or her own convenience, travels by an indirect route or interrupts travels by the most economical route, the employee shall bear any extra expense involved. Reimbursement for such travel shall be for only that part of the expense as would have been necessary in order to travel.

3.3.3 Air Travel

Reservations should be made far enough in advance to assure that the District realizes the maximum discount available. The District shall pay for economy class, and no higher.

3.4 Booking of Travel

Travel arrangements will be made by a person designated by the General Manager at each work site. This will assure that all maximum available discounts are obtained by the District, and that all arrangements are coordinated and uniform.

Should the employee elect to make his or her own travel arrangements and it is subsequently determined that the District could have achieved lower fares or rates, the District shall reimburse the employee only up to the amount that would have been paid by the District had it made the arrangements itself.

4.0 NON-ALLOWABLE EXPENSES

Laundry, cleaning, or valet service including luggage transportation (except of trips of over one week duration).

Tobacco.

Alcoholic beverages.

Entertainment including theater, movies either in room or otherwise, sporting events (including gym, massage, and/or other sports related expenses) or other events

Personal telephone calls to home in excess of one per day.

Meals and lodging in lieu of other meals and/or lodging the expense of which is included in the Registration fee.

Fines, forfeitures, traffic citations or other penalties.

Rental vehicles except as pre-approved by the District Manager.

Expenses of a spouse or other non-employee.

Loss or damage to personal property.

Barber, beauty parlor, shoe shine or toiletries.

Personal postage

Credit card late fees as a result of untimely submission of expense accounting forms.

5.0 SUBMISSION OF CLAIMS FOR REIMBURSEMENT

Each employee shall submit their claim for reimbursement and other expense accounting on the form provided by the District, which shall be filled out in its entirety. The signature on said form shall attest to the truthfulness and accuracy of the claim. Forms shall be submitted as follows:

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5.1 General Manager

All expenses incurred by the General Manager shall require action by the Board of Harbor Commissioners to approve same for payment. Forms shall be submitted to the Board Treasurer, who shall recommend approval or disapproval to the Board.

5.2 Department or Site Managers

All expenses incurred by Department or Site Managers shall be submitted to the General Manager, who shall approve or disapprove the expenses.

5.3 Other Employees

All expenses incurred by other employees shall be submitted to the Department or Site Manager, who shall recommend approval or disapproval to the General Manager, who shall approve or disapprove the claim.

6.0 PAYMENT OF CLAIMS

6.1 Required Signatures

No claim shall be honored for payment unless it bears all required signatures. All claims shall be submitted within 60 days of the date the last expense of the claim was incurred.

6.2 Payment Process

All claims shall be paid in the normal Bills and Claims process.

6.3 Pre-Payment and Advances

The employee may request to have the District pre-pay certain high expense items such as Conference Fees, Airline tickets, etc. When this is desired the employee shall submit the request in writing, well in advance in order to permit the appropriate arrangements to be made.

When it is anticipated that the out-of-pocket expense to an employee will exceed \$50.00, the employee may request an advance against anticipated expenses by forwarding a written request to the Director of Finance at least three (3) weeks in advance of the requirement for the funds. This will permit the funds to be handled within the normal Bills and Claims process.

The employee shall be responsible for any item pre-paid by the District and not used. Failure to repay said unused expenditure to the District may be construed as a gift of public funds, and will not be allowed. The Board of Harbor Commissioners may waive this requirement in the event that illness or injury to an employee precluded attendance at, or use of the pre-paid item, or the Board finds that other extenuating circumstances intervened to preclude attendance at or use of the pre-paid item.

6.4 Off-Line Checks

The issuance of "off-line" checks shall be limited to emergency situations, and shall require the written authorization of the General Manager and the Director of Finance.

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6.5 District Credit Cards

The Director of Finance is empowered to cancel, withdraw from service, or otherwise prohibit charges against any District credit card that has exceeded its authorized spending limits, or is delinquent in its accounting.