

Orange County Water Authority

Travel Policy

Section 1. APPLICABILITY

This policy shall apply to every member of the board (the "Board") of the Orange County Water Authority (the "Authority") and all officers and employees.

Section 2. APPROVAL OF TRAVEL

All official travel for which a reimbursement will be sought must be approved by the Executive Director and/or Board prior to such travel. However where the Executive Director will seek reimbursement for travel, such travel must be pre-authorized by the Chairman.

Section 3. PAYMENT OF TRAVEL

The Authority will reimburse all reasonable expenses related to meals, travel and lodging that were incurred by any director, officer or employee as a result of the performance of their official duties. All official travel shall be properly authorized, reported and reimbursed. Under no circumstances shall expenses for personal travel be charged to, or temporarily funded by the Authority. It is the traveler's responsibility to report travel expenses in a responsible and ethical manner in accordance with this policy.

Section 4. TRAVEL EXPENSES

Travelers may use their private vehicle for business purposes if it is less expensive than renting a car, taking a taxi, or using alternative transportation, or if it saves time. The traveler will be reimbursed at a standard mileage reimbursement rate.

Meals will be reimbursed at actual expense or a per diem rate, whichever is less. Lodging will be reimbursed at actual expense up to certain daily rate caps established for various locations. The applicability of such caps shall be determined on a case by case basis taking into consideration availability of lodging and other extenuating circumstances. Reimbursement for miscellaneous expenses shall be determined on a case by case basis. Mileage rates, per diem allowances and lodging caps will be established and from time to time amended by the Executive Director. All determinations made pursuant to this section shall be made by the Executive Director. Reimbursement for miscellaneous expenses shall be determined on a case by case basis. Reimbursements for mileage and per diem allowances will be at the rate adopted by the County of Orange for its employees, and lodging shall be capped at \$200 per night.

Adopted: May 14, 2008