



Agenda Date: 7/18/2018

Agenda Placement: 7C

Napa Sanitation District Board Agenda Letter

TO: Honorable Board of Directors
FROM: Jeff Tucker - Director of Administrative Services/CFO
NS-Administration
REPORT BY: Jeff Tucker, Director of Administrative Services/CFO - 707-258-6000
SUBJECT: Approve Changes to Reimbursement Policy

RECOMMENDATION

Approved the attached changes to the NapaSan Reimbursement Policy.

EXECUTIVE SUMMARY

The current Reimbursement Policy, which is primarily used to reimburse staff and board members for expenses related to business-related travel, was approved by the Board in 2011. Changes in the transportation sector, along with a review of particular circumstances over that time, necessitate a review and update of the policy.

The following is a summary of the significant recommended changes in the policy:

- i **Air Travel** - The policy encourages employees and board members to seek the least expensive route and flight times, allowing for business needs.
 - i **Direct Flights** - Direct flights are allowed, even if more expensive, provided that the benefit of the direct flight exceeds the cost differential.
 - i **Seat Assignment and Baggage Fees** - Changes in airline practices have led to additional fees associated with seat assignments, carry-on baggage fees and checked baggage fees. Current policy does not address these add-on fees. The new policy specifically allows for these fees to be paid by NapaSan.
 - i **Earning Frequent Flyer Miles/Points** - Current policy does not allow employees or board members to earn frequent flyer miles for their trips. However, in practice the District has been allowing this in cases when the use of a personal credit card or flyer program results in certain fees, such as checked baggage fees, being waived. The recommended policy allows the use of personal credit cards that earn frequent flyer points and/or provide priority access, or the use of frequent flyer programs, so long as doing so results in financial savings to NapaSan.

- | **Use of Taxis and Ride Share Services** - Existing policy does not address the use of ride share services, nor does it address the reimbursement of gratuities for taxis or ride share services. The recommended policy allows for the reimbursement of ride share services, and sets a maximum gratuity for reimbursement at 20%.
- | **Overnight Lodging** - The recommended policy removes the restriction on overnight lodging based on the number of miles away from the District, and instead is based on approval from the General Manager or Department Director.
- | **Meal Allowances** - The recommended policy still reimburses employees and board members for actual meal expenses, with a maximum amount, instead of allowing for per diem, but it makes some changes for clarity:
 - | **Without Overnight Lodging** - The new policy removes the restriction on providing lunch during one-day trainings or meetings based on being more than 50 miles away from NapaSan, and replaces it with a requirement that the training or meeting requires attendance both before and after the lunch period and that the meeting or training does not already include a lunch. The recommended policy also changes the allowance from a set dollar amount to a percentage of the federal per diem rate for Napa County.
 - | **Meals Provided by Conference or Training** - The recommended policy clarifies that when a training, meeting or conference includes a meal, the employee cannot be reimbursed for a meal that is in lieu of the one provided by the event, with exceptions for food allergies and restricted diets.
 - | **Non-Restaurant Meals** - The recommended policy clarifies that food purchased at a grocery or convenience store in lieu of a meal at a restaurant can be reimbursed as part of the employee's or board member's meal allowance.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

SUPPORTING DOCUMENTS

- A . Proposed Reimbursement Policy - Clean Version
- B . Proposed Reimbursement Policy - Redline Version

Napa Sanitation District: Approve

Reviewed By: Jeff Tucker