



ALLOWABLE TRAVEL EXPENSES POLICY

ADMINISTRATION AND OVERVIEW

The Delta Conveyance Design and Construction Authority (DCA) is required by the Joint Exercise of Powers Agreement, as amended, with the Department of Water Resources (DWR) to adopt a travel expenses reimbursement policy. The DCA must reimburse consultants, contractors and/or vendors (Vendors) for their expenses pursuant to such policy. This Allowable Travel Expenses Policy (Policy) is intended to meet that requirement.

The DCA expects Vendors to comply with the terms of this Policy. This Policy outlines two options for allowable travel expenses: (I) reimbursement for actual expenses after incurred and (II) reimbursement for estimated expenses through an inclusive billing rate or unit cost. The Vendor's agreement and/or applicable task order shall identify whether and how expenses will be reimbursed. This will determine whether Option I, Option II, or a combination will apply. In all cases, time spent in travel shall not be compensable unless services are performed during such travel.

The Executive Director shall be responsible for administering this Policy and may approve exceptions or modifications to the Policy. The Executive Director shall develop, update, and maintain procedures, forms, and other template documents to assist in the administration of this Policy. All DCA approvals required or permitted under this Policy shall be provided by the Executive Director. As it relates to the Executive Director, the President of the Board of Directors shall be responsible for any approvals. The Executive Director may delegate their authority under this Policy to other DCA staff consistent with other applicable policies and procedures.

The following expenses shall not be reimbursed and shall not be included in any estimated expenses submitted to DCA:

- The personal portion of any trip;
- Political contributions or events;
- Travel companion expenses, including spouse, friend, or partner expenses when accompanying a member on DCA-related travel, as well as children- or pet-related expenses;
- Charitable contributions;

- Social or other recreational events, unless the event has a direct relationship to DCA service by the Vendor and has been approved by DCA;
- Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage, and/or golf related expenses), or other cultural events;
- Non-mileage automobile expenses incurred, including repairs, traffic citations, or insurance;
- Personal losses incurred while on DCA travel (e.g., theft or property destruction);
- Alcoholic beverages;
- Expediting fees for last minute travel arrangements, without proper justification and approval by the DCA.

OPTION I – ACTUAL EXPENSES

Under Option I, Vendors shall receive reimbursement for actual expenses after they are incurred.

BILLING AND SUPPORTING DOCUMENTS

Vendors shall submit all supporting documents (receipts, invoices, travel itineraries, etc.) for each expense listed below, unless otherwise stated. Attached receipts should itemize each cost and provide descriptive information so that expenses are separately identified. Receipts should include form of payment and be legible. Failure to submit accurate and complete supporting documents may result in less than full reimbursement for travel expenses. Where receipts are not required to be submitted with the monthly invoice, Vendors shall keep receipts on file for audit purposes consistent with Federal Acquisition Regulations. If Vendor is missing, is unable to obtain, or has lost a receipt, Vendor shall provide additional information as determined by DCA.

FEDERAL GENERAL SERVICE ADMINISTRATION (“GSA”)

Expense reimbursements in this Policy are generally based on the GSA rates and policies. GSA resources can be located on the GSA website at: <https://www.gsa.gov/travel>. In the event of a conflict between GSA policies and this Policy, this Policy shall control.

MEALS & INCIDENTAL EXPENSES (M&IE)

Meal and incidental expenses (“M&IE”) while on a travel status will be reimbursed at the per diem rate based on the GSA published rate for locations. Receipts are not required for M&IE reimbursements. If the DCA requests weekend work assignments, per diem shall be reimbursed.

M&IE includes tax and gratuities, and no separate reimbursement will be made for those costs.

Trips of 24 Hours or More: As set by the GSA, DCA will reimburse a daily per diem rate equal to the GSA rate for meals and incidental expenses including taxes and gratuity. Specific GSA maximum M&IE per diem rates are assigned to designated locations within each state. The per diem rates are updated annually effective October 1st and provided online at the GSA web site <https://www.gsa.gov/travel>.

- Day travel begins: The per diem allowable shall be three-quarters of the destination M&IE rate.
- Full calendar day of travel: The per diem allowable shall be the full destination M&IE rate, referred to on the GSA website as the “total M&IE rate”.
- Day travel ends: The per diem allowable shall be three-quarters of the total M&IE rate.

M&IE Example*: Vendor leaves residence in Sacramento, CA on 06/20 and travels to Los Angeles, CA. Vendor works a full day in Los Angeles on 06/21. Vendor leaves Los Angeles on 06/22 back to Sacramento, CA.

- Day 1, 6/20: three-quarters of Los Angeles total M&IE Rate of \$86.00 = \$64.50 M&IE per diem allowable
- Day 2, 6/21: Full Los Angeles total M&IE Rate = \$86.00 M&IE per diem allowable
- Day 3, 6/22: three-quarters of Los Angeles total M&IE Rate of \$86.00 = \$64.50 M&IE per diem allowable
- Entire travel M&IE Reimbursed = \$215.00

* Based on FY 2025 GSA per diem rates.

Trips of More than 12 Hours, but not Exceeding 24 Hours: The rate will be adjusted down as a partial day of travel. For partial days, use the breakdown of eligible expenses from this GSA web site: <https://www.gsa.gov/travel>. For travel more than 12 hours and less than 24 hours, the Vendor’s allowance is three-quarters of the destination M&IE rate.

LODGING EXPENSES

Vendors who incur overnight lodging expenses in accordance with this Policy will be reimbursed on an actual cost basis. An original detailed hotel receipt, showing the single room rate plus taxes and fees, must be submitted with the request for payment. If a Vendor is requested by the DCA to perform services on the weekend or if individuals are on-site for consecutive weeks, hotel charges for Saturday and Sunday shall be reimbursable. Vendors should book their hotel reservations well in advance of travel due to limited availability and demand-based pricing.

Lodging reimbursement will generally be limited to the GSA lodging rate for the location in question. However, lodging costs within the downtown Sacramento region can be highly variable depending on local events not in control of the DCA and consistently more than GSA lodging rates. The DCA has negotiated DCA-specific contract rates with many of the surrounding hotels, which are typically higher than GSA rates but less than the market rate. The list of hotels with DCA contract rates can be found [here](#). As discussed below, DCA contract rates may be used instead of GSA rates. <https://www.gsa.gov/perdiem>

Lodging reimbursement will fall into one of two distinct categories with corresponding requirements and documentation: (Category A) Travel to Sacramento for work at DCA home

office and (Category B) Travel away from Sacramento in support of DCA business, including conference attendance. Reimbursement for each category is discussed below:

Category A (travel to Sacramento for work at DCA home office)

Hotel rates within Sacramento may be either the GSA rate or the DCA contract rate. However, the DCA contract rates are limited in quantity or sometimes unavailable, and Vendors may need to reserve lodging at costs above the GSA or DCA contract rates.

When reserving overnight lodging within the downtown Sacramento region for work at the DCA home office, Vendors are required to follow the following steps to receive reimbursement for lodging rates higher than the DCA contract rate:

1. Check availability with DCA contract hotels for rooms at the DCA contract rate.
2. If none of the DCA contract rates are available, reserve lodging under the best available terms.
3. If best available terms exceed DCA contract rates for downtown Sacramento region, include backup documentation demonstrating lack of availability when requesting reimbursement for actual costs in the invoice to the DCA.

Category B (travel away from Sacramento in support of DCA business)

Reimbursement for lodging associated with travel away from the downtown Sacramento region in support of DCA business will generally be limited to the GSA lodging rate for the location in question. When reserving overnight lodging, Vendors are required to follow the following steps:

1. Confirm the GSA approved lodging rate for the location in question using the link <https://www.gsa.gov/travel> and inserting the zip code.
2. Check hotel availability for GSA lodging rate – be sure to request government rate where applicable.
3. If you are unable to find lodging within the maximum GSA posted rate, you may submit a request for reimbursement of the excess of the maximum reimbursement rate to the Executive Director. You must obtain prior written approval by the Executive Director to book the lodging that exceeds the GSA posted rate. The written approval of the DCA is required to be submitted with the invoice for the travel expense for full reimbursement along with the provided expense report/reimbursement template.

As an exception to the above, Vendors attending a conference on behalf of the DCA may utilize the conference discounted rate instead of the GSA posted rate for that location. Conference attendance shall require prior written approval from the Executive Director.

The categories above provide the requirements for lodging reimbursement under differing scenarios. Insufficient or incomplete information will default the reimbursement value to the GSA rate for a given location or a deduction of the expense. Vendors shall cancel hotel reservations with sufficient time to avoid charges to the extent feasible. Where DCA provides the Vendor

adequate notice to cancel accommodations without charge, any hotel expenses for cancellations shall be the sole responsibility of the Vendor.

METHOD OF TRAVEL

- Vendors are responsible for determining the need for and method of travel consistent with this Policy.
- Reimbursement for transportation expenses shall be based on the method of transportation that is in the best interest of the DCA, considering both direct expense, consultant time, and typical methods of travel from one location to another.

Taxis/Uber/Lyft/Rideshare: When it is an economical choice to use a taxi/Uber/Lyft/rideshare service for approved business travel, the cost of the fare will be reimbursed with a receipt. M&IE includes gratuities, and those costs are not separately reimbursable.

Car Rental: Car rentals shall be the most economical vehicle to fulfill Vendor's needs when other modes of transportation are not available. Vendor shall use the most reasonable cost rental vehicle that can accommodate travel requirements. Carpooling shall be required when feasible. If a more expensive rental option is required, Vendor must provide justification and obtain prior approval from the Executive Director. The approval must be attached to the invoice. Insurance for collision and personal liability is the responsibility of the Vendor and shall not be reimbursed. Receipts are required for all rental car expenses, including for rental car gasoline.

Mileage Reimbursement: Mileage reimbursements are based upon the number of miles driven for DCA related trips and will be paid at the current Internal Revenue Standard ("IRS") allowable mileage rate. Trips shall be measured from the DCA Sacramento Office to the applicable project site. Trips less than 50 miles one-way shall not be reimbursed. However, the DCA shall reimburse trips less than 50 miles between the DCA Sacramento Office and any location within the footprint of the approved Delta Conveyance Project.

Parking: Receipts for parking while traveling are required. The DCA will not reimburse staff for parking at the DCA Sacramento Office.

Tolls: Bridge tolls will be reimbursed at actual cost. Receipts for bridge tolls are not required. Tolls for express lanes are not reimbursable.

Air Travel: Airfare will be reimbursed at the actual cost of the airline ticket. Air travel shall be made by commercial airline at coach or economy airfare. If flight accommodations are upgraded from coach or economy airfare, all additional charges shall be paid by the Vendor and not charged to the DCA. Additional fees for items such as early check-in/boarding or upgraded seat assignments are not reimbursable. Travel should be by whichever scheduled airline offers the lowest fare and not dictated by a Vendor's frequent flyer preference or preferred carrier.

Frequent flier miles, personal airline credits, or other non-cash promotions shall not be used for travel in support of DCA business.

Air travel receipts must include the flight itinerary (including flight number, departure time, arrival time, etc.). Service fees for airline tickets shall be reimbursable as part of the air travel cost. In-flight internet fees are reimbursable for DCA-related work while in-flight.

International Travel: Travel outside of the United States shall require prior written approval from the Executive Director. Reimbursement of travel costs shall be subject to applicable GSA requirements, including consideration of conference-related lodging as described above.

Temporary Duty Assignment (TDA): DCA may approve a lump sum TDA expense amount for Vendor staff regularly commuting to the DCA Sacramento Office from a remote home office location and staying in a non-primary residence. The TDA, if applicable, shall be included in the Vendor agreement or task order and will be evaluated on an annual basis. The DCA reserves the right to modify TDA amounts and/or seek reimbursement or a credit for TDA expenditures if individuals are not traveling to the DCA Sacramento Office at the agreed upon frequency.

The lump sum TDA will be calculated based on (1) lodging at nightly GSA rates for Sacramento, (2) vehicle rental, (3) vehicle fuel, and (4) M&IE based on the per diem determined on the frequency of travel dates each month. For items #1 and #2, the DCA shall adjust the calculated amount by a modification factor to reduce the calculated amount to ensure that it is reasonable based on market conditions for long-term lodging and vehicle rates. The modification factor for lodging shall be determined by DCA based on GSA lodging rates compared to three market rate monthly leases for a reasonably priced, maximum two-bedroom, one-bath apartment within 10 miles of the DCA Sacramento Office and including a reasonable utility allowance. For the vehicle rate, the TDA calculation shall utilize a mid-size vehicle, and the modification factor shall be applied to ensure the amount provided is reasonable as compared to a long-term lease of the vehicle in the current market.

TDA eligibility shall be conditioned on a certification that the vendor shall notify DCA immediately if the staff member changes their primary residence. TDA eligibility will be re-evaluated at that time.

OPTION II – Estimated Expenses

Vendors may receive reimbursement for estimated expenses through a negotiated inclusive billing rate or unit cost. The Vendor's agreement and/or applicable task order shall identify whether and how expenses will be reimbursed.

BOARD OF DIRECTORS OF THE DELTA CONVEYANCE DESIGN AND CONSTRUCTION AUTHORITY

RESOLUTION NO. 25- 09

Introduced by Director: Tony Estremera

Seconded by Director: Jacquelyn McMillan (Alt.)

ADOPTING AMENDMENTS TO THE ALLOWABLE TRAVEL EXPENSES POLICY

Whereas, consistent with best practices and Section 6(b) and Section 12 of Exhibit F of the amended Joint Exercise of Powers Agreement (JEPA), the Board of Directors wishes to adopt an allowable travel expenses policy;

Now, therefore, the DCA Board of Directors resolves as follows:

1. The Board of Directors hereby adopts the Allowable Travel Expenses Policy (Policy) attached to this Resolution as Exhibit A and incorporated by this reference.
2. The Executive Director is authorized and directed to amend all existing consultant and similar agreements to ensure that such agreements are consistent with the provisions of this Policy. The Agreement Administrator is authorized and directed to make such amendment for the Management Partners agreement.
3. This Resolution is effective upon its adoption and shall be transmitted to the Department of Water Resources as required by the JEPA.

* * * * *

This Resolution was passed and adopted this 18th day of June 2025, by the following vote:

Ayes: 7

Noes: 0

Absent: 0

Abstain: 0


Martin Milobar, Board President

Attest:


Gary Martin, Secretary

EXHIBIT A

**AMENDMENTED DELTA CONVEYANCE DESIGN AND CONSTRUCTION AUTHORITY ALLOWABLE
TRAVEL EXPENSES POLICY**

[attached behind this page]