



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.

Vendors shall comply with this Policy. This Policy outlines two options for allowable travel expenses: (I) reimbursement for actual expenses in compliance with applicable implementing procedure 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 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 or non-DCA portion of any trip;
- Political contributions or events;
- Personal travel expenses occurring in relation to work travel;
- 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 pre-approval by the DCA.

OPTION I – ACTUAL EXPENSES

Under Option I, Vendors shall receive reimbursement for actual expenses after they are incurred. All travel expenses must be related to DCA business. Generally, this will be limited to workdays. However, if a Vendor is requested by the DCA to perform services on the weekend or if individuals are on-site for consecutive weeks, expenses for Saturday and Sunday shall be reimbursable. All travel shall be consistent with the Policy and otherwise necessary for the DCA. Failure to comply may result in deductions from invoices or repayment to the DCA. Deductions may result in disallowing the claimed costs or reducing them to amounts permitted by this Policy and applicable procedures.

BILLING AND SUPPORTING DOCUMENTS

Vendors shall submit all supporting documents for expenses (receipts, invoices, travel itineraries, etc.). Vendors shall maintain records as necessary to ensure compliance with audit requirements.

FEDERAL GENERAL SERVICE ADMINISTRATION (“GSA”)

Expense reimbursements in this Policy are generally based on the GSA rates and policies. 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. M&IE includes tax and gratuities, and no separate reimbursement will be made for those costs. M&IE for partial day and travel days shall be reimbursed under GSA requirements.

LODGING EXPENSES

Vendors who incur overnight lodging expenses in accordance with this Policy will be reimbursed on an actual cost basis.

Lodging reimbursement will generally be limited to the GSA lodging rate for the location in question. However, lodging costs may exceed the GSA lodging rate if the GSA lodging rate is unavailable and (1) the Vendor utilizes a DCA contract rate for hotels in the Sacramento area or (2) the Vendor utilizes a conference rate when attending a conference on behalf of the DCA. If the DCA contract rate or conference rate (when attending a conference) is unavailable, DCA may approve an alternative rate in advance. The DCA will generally not reimburse Vendors for cancelled or unused lodging. Lodging will not be reimbursed for trips of less than 50 miles one-way.

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: Taxi/Uber/Lyft/rideshare service may be utilized when it is the most economical method of travel. M&IE includes gratuities, and those costs are not separately reimbursable.

Car Rental: Car rentals may be utilized when they are the most economical method of travel. Insurance for collision and personal liability is the responsibility of the Vendor and shall not be reimbursed. Rental car gasoline may be reimbursed. Mileage will not be reimbursed. Parking may be reimbursed consistent with this Policy.

Mileage Reimbursement: Personal or business vehicles may be utilized when they are the most economical method of travel. Mileage reimbursements are based upon the actual number of miles driven for DCA related trips and will be paid at the current Internal Revenue Service ("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. Mileage may also be reimbursed for any official DCA business.

Parking: Parking may be reimbursed provided that the DCA will not reimburse staff for parking at the DCA Sacramento Office, unless staff utilizes parking at the DCA Sacramento Office instead of parking at a hotel.

Tolls: Bridge tolls will be reimbursed at actual cost. 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 at reasonable costs consistent with applicable market prices. Additional fees for items such as early check-in/boarding or upgraded seat assignments are not reimbursable.

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 TDA amount may be adjusted in future years to reflect inflation or through a new calculation.

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. 26-08

Introduced by Director: Juan Garza
Seconded by Director: John Weed

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 Bradner Consulting, LLC agreement.
3. This Resolution is effective upon its adoption and shall be transmitted to the Department of Water Resources as required by the JEPA.

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This Resolution was passed and adopted this 18th day of June 2026, by the following vote:

Ayes: 7
Noes: 0
Absent: 0
Abstain: 0

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 6/22/2026
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 Martin Milobar, Board President

Attest:

DocuSigned by:

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 Gary Martin, Secretary