

# **CONSULTANT EXPENSE REIMBURSEMENT GUIDELINES**

**SACRAMENTO AREA FLOOD CONTROL AGENCY**

Revised: April 2019



## **1.0 INTRODUCTION**

SAFCA is a public agency and expects its consultants to give this fact proper consideration in minimizing billable expenses in connection with SAFCA work. From time to time, SAFCA consultants may be required to travel on SAFCA business or may incur reimbursable expenses in connection with SAFCA business. These guidelines outline when such expenses are considered reimbursable, and are necessary because SAFCA is a public agency and is expected to exercise great care to avoid incurring costs which are, or appear to be, unreasonable. These guidelines apply to all consulting contracts and override provisions contained in the Consultant's standard charge rate schedule, unless other guidelines are specifically included in the contract. Your efforts in complying with these guidelines will be appreciated. Reimbursement for expenses which do not comply with the guidelines requires the approval of SAFCA's Executive Director, or his designee; such approval shall only be granted in extenuating circumstances.

## **2.0 TRAVEL ARRANGEMENTS AND REIMBURSEMENT**

Consultants are expected to exercise good judgment in incurring travel expenses and to obtain prior approval for all foreseeable travel-related expenditures. Approval shall be obtained from the SAFCA Project Manager. Expenses incurred without prior approval or which are not in compliance with this policy may be denied.

SAFCA acknowledges and accepts that many consultants utilize the services of employees in several different offices for work on a single project. SAFCA will not, however, pay lodging, travel or meal costs related to relocating an employee to another office to work on a SAFCA project.

Consultants shall obtain receipts for reimbursement purposes except where it is noted that a receipt is not required.

"Travel" is defined as a trip undertaken on SAFCA business that requires travel outside a sixty (60) mile radius from the State Capitol building, or a trip outside a sixty (60) mile radius from the Consultant's home office if the home office is outside of the greater Sacramento area.

### **A. Transportation**

Consultant shall check, or have a travel agent check, airline schedules in order to book the least expensive itinerary possible when reserving airline tickets. If a rental car must be utilized, consultant will reserve, or have a travel agent reserve, a rental car through the least expensive rental car agency available. Any luxury upgrades requested in making airline or rental car reservations are the responsibility of the consultant.

In the course of conducting SAFCA business, taxicab fare, bus fare, transit fare, bridge tolls, and parking fees are reimbursable. Baggage handling tips up to a maximum of \$5.00 per day are also reimbursable (no receipt required).

### **B. Lodging**

Reimbursement for the cost of lodging is limited to the actual cost incurred. Consultant shall review rates to ensure the most reasonable rates are obtained taking into

consideration practicality, availability, and proximity to office or project as appropriate. SAFCA will reimburse lodging expenses at reasonable, single occupancy or standard business room rates. Additional charges for upgraded rooms to executive floors, concierge levels or suites will not be reimbursed. Deluxe hotels are not to be utilized. When the hotel is the conference or convention site, reimbursement will be limited to the conference rate.

When a companion travels with a consultant on SAFCA business, reimbursement for lodging will be at the lowest available single-occupancy rate for the SAFCA accommodations. It will be the consultant's responsibility to obtain the lodging rate for both single and double occupancy and indicate these rates when requesting reimbursement from SAFCA.

Hotel cancellation costs are the responsibility of the consultant, unless SAFCA has canceled the need for the travel on short-notice. Any hotel expenses charged to SAFCA when the consultant had adequate time to cancel the accommodations without charge will be the responsibility of the consultant.

**C. Meals**

The price of meals will be reimbursed when the consultant is traveling on SAFCA business as follows:

- Reimbursement for breakfast will be paid if travel begins before 6:00 a.m.
- Reimbursement for lunch will be paid if travel begins before 11:00 a.m.
- Reimbursement for dinner will be paid if travel begins before 5:00 p.m.

Meal reimbursement, including tips, will be for actual amounts up to the maximum listed below. Meal reimbursement for travel in all states except Washington, D.C. follows the guidelines established by the California Department of Water Resources (DWR). Meal reimbursements for travel in Washington, D.C. follow the guidelines established by Sacramento County.

***Costs for alcoholic beverages are not reimbursable under any circumstances***, and all alcoholic beverage charges are to be deducted prior to billing SAFCA.

Maximum meal reimbursement for travel in all states *except* Washington, D.C.:

Breakfast	\$7.00
Lunch	\$11.00
<u>Dinner</u>	<u>\$23.00</u>
per day	\$41.00

Maximum meal reimbursement for travel in Washington, D.C.:

Breakfast	\$17.00
Lunch	\$18.00
<u>Dinner</u>	<u>\$34.00</u>
per day	\$69.00

When billing travel expenses, the invoice shall state the purpose of the trip and activities for which reimbursement is requested. Reimbursements will be paid to consultants whose expenses are justifiable and in compliance with this policy.

### **3.0 REIMBURSABLE BUSINESS EXPENSES**

#### **A. Food Costs in Connection with Business Meetings**

With prior approval of the SAFCA Project Manager, a consultant may be reimbursed for food costs in connection with a business meeting. Such costs shall be considered reimbursable if the meeting lasts longer than 2.5 hours and if meeting attendees include personnel other than SAFCA, consultant or sub-consultant staff. Reimbursable food costs include the cost of soft drinks, tea, coffee, and a snack such as cookies or bagels, unless the meeting extends over a normal meal period. *Alcoholic beverages are not reimbursable.* A “normal meal period” means the meeting starts prior to 8:00 a.m., occurs between 12:00 Noon and 1:30 p.m., or starts after 5:30 p.m. When a business meeting must be scheduled during a normal meal period, every effort shall be made to keep costs per person at or below the amounts outlined in Section 2-C. An administrative fee of up to 5% may be added to actual incurred charges. Food costs incurred in connection with meetings scheduled during a normal meal period which could have been timely scheduled at another time are not reimbursable.

#### **B. Telephone**

Necessary telephone charges in connection with SAFCA business are reimbursable. An administrative fee of up to 10% may be added to actual incurred charges.

#### **C. Facsimile**

Necessary facsimile charges in connection with SAFCA business are reimbursable. A charge of up to \$0.35 per page is allowable. No administrative fee is allowable.

#### **D. Postage**

Necessary postage in connection with SAFCA business. An administrative fee of up to 10% may be added to actual incurred charges.

#### **E. Vehicle Use**

Reimbursement for vehicle use is allowable if travel outside the greater Sacramento area is required as part of activities undertaken in connection with SAFCA business. The greater Sacramento area is defined as a twenty (20) mile radius from the State Capitol building. Vehicle travel necessary to conduct SAFCA business will be reimbursed at the current Federal IRS rate per mile up to 600 miles in one calendar month and \$0.20 per mile for each mile over 600 miles per calendar month. No administrative fee is allowable.

#### **F. Parking Fees**

Necessary parking fees in connection with SAFCA business are reimbursable. An administrative fee of up to 10% may be added to actual incurred charges.

**G.     **Reproduction****

Necessary reproduction (photocopy, blueprints, etc.) charges in connection with SAFCA business are reimbursable. A charge of up to \$0.10 per page is allowable for single sided black and white copies. No administrative fee is allowable for in-office reproduction charges. An administrative fee of up to 10% may be added to actual incurred charges for out of office reproduction.

**H.     **Field Services and Materials****

Reimbursement for subconsultants or subcontractors used in providing low to medium risk field services, such as surveying or construction activities, is allowable. An administrative fee of up to 10% may be added to actual incurred charges.

Reimbursement for subconsultants or subcontractors used in providing higher risk field services, such as drilling exploration holes, is allowable. An administrative fee of up to 20% may be added to actual incurred charges.

Reimbursement for materials used in providing field services to SAFCA, such as materials or equipment used in the construction of monitoring wells is allowable. An administrative fee of up to 15% may be added to actual incurred charges.

**4.0    **NON-REIMBURSABLE BUSINESS EXPENSES****

**A.     **Non-reimbursable expenses include:****

1.     Luxury upgrades.
2.     Traffic/Parking fines.
3.     Alcoholic beverages.
4.     Personal care expenses.
5.     Personal toiletries.
6.     Expenses associated with another party not conducting SAFCA business who is accompanying consultant.