

RESOLUTION NO. 1607

RESOLUTION OF THE MESA WATER DISTRICT BOARD OF DIRECTORS REVISING THE TRAVEL AND BUSINESS EXPENSE REIMBURSEMENT POLICY SUPERSEDING RESOLUTION NO. 1579

WHEREAS, Mesa Water District (Mesa Water® or District) is a county water district organized and operating pursuant to the laws of the State of California (State or California); and

WHEREAS, the Board of Directors (Board or Directors) of Mesa Water desires to revise its policy for the reimbursement of travel and business expenses made by Directors and Mesa Water employees; and

WHEREAS, effective January 1, 2006, Government Code Section 53232.1(b) requires that local public agencies adopt a written policy specifying reimbursement amounts for expenses such as meals, transportation and lodging; and

WHEREAS, the Board desires to adopt an updated written policy to satisfy State requirements and to provide guidance to Directors and Mesa Water employees regarding such requirements and procedures.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE MESA WATER DISTRICT DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

Section 1. This Resolution establishes a policy for the reimbursement of travel and business expenses made by Directors and Mesa Water employees as set forth in Attachment A, which is attached hereto and made a part hereof by this reference (Policy).

Section 2. This Resolution is intended to (i) comply with the requirements of California Government Code Sections 53232.2 and 53232.3, (ii) supplement the definition of actual and necessary expenses for purposes of compliance with State law relating to permissible uses of public resources, and (iii) supplement the definition of necessary and reasonable expenses for purposes of federal and State income tax laws.

Section 3. Two members of the Board will review and approve all expense reimbursements submitted by Directors and the General Manager. The Chief Financial Officer (CFO) or designee has final approval of all Mesa Water expense reimbursements. An expense reimbursement form must be completed and submitted to the Financial Services Department within 30

days after an expense is paid or incurred.

Section 4. This Resolution supersedes Resolution No. 1579 and supersedes all prior Board actions and management policies and procedures regarding reimbursement of travel and business expenses made by Directors and Mesa Water employees.

Section 5. This Resolution shall be reviewed by the Board at least once a year.

Section 6. This Resolution shall take effect upon adoption by the Board.

ADOPTED, SIGNED and APPROVED this 12th day of November 2025 by a roll call vote.

AYES: DIRECTORS: Atkinson, Bockmiller, Fisler, Dewane, DePasquale
NOES: DIRECTORS:
ABSTAIN: DIRECTORS:
ABSENT: DIRECTORS:

Signed by:
Denise Khalifa
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Denise Khalifa
District Secretary

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Marice H. DePasquale
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Marice H. DePasquale
President, Board of Directors

RESOLUTION NO. 1607

ATTACHMENT A

**RESOLUTION OF THE
MESA WATER DISTRICT BOARD OF DIRECTORS
REVISING THE TRAVEL AND
BUSINESS EXPENSE REIMBURSEMENT POLICY
SUPERSEDING RESOLUTION NO. 1579**

Travel and Business
Expense Reimbursement Policy

Mesa Water District Travel and Business Expense Reimbursement Policy

1. **Maximum Per Diem Allowance** – Mesa Water District (Mesa Water®) shall reimburse all eligible expenses incurred while on District business, in accordance with this Policy, in an amount not to exceed \$850 per day, unless a greater amount is approved by the Board or General Manager due to special circumstances. Registration and transportation reimbursement, including mileage, shall not be counted as part of the per diem allowance. Expenses paid in advance are ineligible for reimbursement until the expense has actually occurred.
2. **Receipts** – Consistent with Internal Revenue Service Regulations §1.274-5, *Substantiation Requirements*, receipts for expenditures are required for lodging while away from home and any other expenditure of \$75 or more, except, for transportation charges, receipts will not be required if not readily available. For any expenses under \$75 that do not have a receipt, except for transportation charges when a receipt is not readily available, a missing receipt form must be submitted by the Director or Mesa Water employee (employee). To be reimbursed for meals, a receipt is required, no matter the amount. All presented receipts must state the business matter and list the attendees.
3. **Eligible Expenses** – In order to obtain reimbursement for eligible expenses, an Expense Reimbursement Form, Attachment B, must be completed and submitted to the Financial Services Department. Directors and employees shall receive reimbursement for actual, necessary and reasonable (the CFO or designee has the discretion to determine what is actual, necessary and reasonable) expenses, including but not limited to meals, transportation, lodging, and other incidental expenses, incurred while on District business, as follows:
 - Meals: Reimbursement for meals (Director/Director, Director/employee or employee/employee) is authorized when pertinent District business requires timely resolution and mealtime affords the most convenient manner to address agency business away from the normal workplace. Reimbursement for meals shall be for a reasonable amount, plus tip not to exceed 20%. Meal reimbursements will be calculated as food cost plus regional tax, then times a 20% tip.

Wherever possible, the Director/employee will make every effort to request separate receipts when ordering non-reimbursable expenses or when dining with additional non-business attendees.

In the event that a Director or employee is also paying the cost of meals for a non-Mesa Water Director/employee in connection with the conduct of District business, in accordance with this policy, a maximum amount of

\$100 per guest per day shall be authorized in addition to the maximum daily per diem of \$850.

- Transportation (personal vehicle): Reimbursement for travel by a personal vehicle is limited to travel within the state of California and shall be for actual mileage driven at the then-current Internal Revenue Service standard mileage reimbursement rate, from point of departure to destination and return.

Mileage: Reimbursement rate per mile for use of a personal vehicle (excluding employees who receive a monthly vehicle allowance) while on official District business, will be automatically adjusted to the then-current Internal Revenue Service standard mileage reimbursement rate.

This Policy defines the de minimis use threshold for mileage as travel that takes place within the boundaries of Orange County; any trip considered de minimis in nature does not require map backup documenting the distance traveled. Any trip extending beyond the boundaries of Orange County shall require accompanying map backup.

- Transportation (by air): Reimbursement for travel by air shall be for the normal cost of fully refundable round-trip airfare, plus reasonable ground transportation, as well as the inclusion of all in-air expenses such as seat selection, Wi-Fi, baggage, meals, etc. Additional legroom seats or premium economy fees will be reimbursed for total travel that exceeds three (3) hours in length or to accommodate special travel needs. Air transportation should be arranged as early as possible to take advantage of reduced fares for early reservations. The General Manager may approve certain travel enhancements such as upgraded programs on a case-by-case basis. Directors and employees shall use government and group rates offered by a provider of transportation services, when available.
- Transportation (other ground): Reimbursement for taxi, rideshare, rail, bus or other reasonable ground transportation shall be for the actual cost plus tip not to exceed 20% and applicable taxes.
- Transportation (rental car): Reimbursement shall be for the actual cost of the rental car, plus gasoline costs and necessary insurance. If a rental car is used in lieu of personal vehicle, the amount shall be equal or less than the normal cost of a fully reimbursable round-trip airfare, plus reasonable ground transportation that would otherwise have been required. Directors and employees shall use government and group rates offered by a provider of transportation services, when available.
- Parking: Reimbursement authorized for actual cost.

- Toll Charges: Reimbursement authorized for actual cost.
- Hotel Lodging: Lodging costs for conferences and similar activities shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the Director or employee at the time of booking. If the group rate is not available, the Director/employee shall use comparable lodging that is consistent with this Policy. If comparable lodging is not used, the comparable rate will be reimbursed. Directors and employees shall use government and group rates offered by a provider of lodging services, when available. Reimbursement not to exceed single room rate plus tax.

For out-of-county or out-of-State business travel that is conducted on more than one day, the Director/employee will have the option of securing one night's lodging, at both the front-end and back-end of the trip, to also include additional costs such as parking, meals, mileage, rental car, etc. Expenses incurred outside the specified time frame are not reimbursable, except for transportation-related costs, unless previously approved by the Board or General Manager under special circumstances.

For out-of-county business travel that requires multiple nonconsecutive days, if Director/employee are eligible to claim lodging for the first and last evenings of an out-of-county trip, they are also eligible to claim lodging for any evenings that fall in between the first and last evenings of the trip.

- Telephone/Internet Expenses: Reimbursement (authorized at actual cost) of all reasonable and necessary telephone expenses to conduct District business, including Internet services, while traveling on District business. If telephone/internet expenses are incurred for a flight, the expenses should be line itemed on the expense form under "Transportation". If telephone/internet expenses are incurred at the hotel, the expenses should be line itemed under "Hotel Lodging". If telephone/internet expenses are incurred outside of "Transportation" and "Hotel Lodging", the expense should be line itemed under "Other".
- Baggage Handling: Reimbursement authorized for actual cost. If a Director or Mesa Water employee is not able to procure a receipt for baggage handling, a missing receipt form must be submitted.
- Registration Fees: Reimbursement authorized for actual cost.

4. Ineligible Expenses – Personal items, laundry, entertainment, alcoholic beverages, and spouse/companion expenses are not eligible for reimbursement.

5. Reimbursement from Outside Source – Directors/employees receiving reimbursement from an outside source for travel on Mesa Water time shall forward such reimbursement to the Financial Services Department for handling and deposit, if they intend on submitting a claim to Mesa Water or use its resources to travel. Directors/employees shall then be entitled to submit a claim for actual, ordinary, and necessary expenses for meals, transportation, lodging, and incidental expenses, subject to the conditions set forth in this Policy.

6. Authorization –

- All travel outside of Orange County by employees, but within the State of California, requires advance authorization by the General Manager, department manager or his/her designee.
- All out-of-State travel by employees requires advance written authorization by the General Manager.
- All out-of-State travel by the General Manager requires authorization by the Board.
- Authorization for travel by current members of the Board is subject to the guidelines established by the Board.

7. Cancellations – Arrangements for transportation, lodging or registration fees that have cancellation or change penalties shall be carefully monitored by the requesting department. If the cancellation/change occurs due to a personal request or obligations of the Director/employee, they will be required to pay the corresponding penalty, except when the Board of Directors, General Manager, or department manager determines that the reason for the absence was legitimate and authorized.

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ATTACHMENT B

**RESOLUTION OF THE
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Expense Reimbursement Form

 <p align="center">YEAR MESA WATER DISTRICT EXPENSE REIMBURSEMENT FORM</p>								
Name _____			Date(s) _____			GL Acct# _____		
Event _____			City _____			State _____		
Item Hotel Lodging Meals Transportation Mileage: <u>0.70</u> ¢ X Actual Miles Taxi/Rideshare Parking/Toll Charges Other: _____ Registration Fees TOTALS	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Expenses
Total Expenses (attach receipts) _____								
Subtract Expenses Paid (e.g., by District credit card, Petty Cash, etc.) _____								
Amount Due _____								
<i>I attest that this expense claim is an accurate account of funds spent which were incurred by me for Mesa Water® business purposes.</i>								
_____ Signature				_____ Date				