



Proposed Amendments to Travel Regulation 9.85

April 21, 2021

Agenda

- Travel regulation background
- Travel Management Tool vs. Booking Tool
- Proposed travel regulation amendments
- Questions



Travel Regulation Background

- June 2018 - Adopted Travel Expense Reimbursement Regulation FIN-2018-2 (Effective 8/1/18)
- December 2019 - WSSC Water travel business process analysis – pain-points analysis presented
- January 2020 - Terminated third party travel booking tool
 - Communication to employees regarding change
- May 2020 - Started review and proposed updates to current Travel Regulation
- June 2020 - Updates to Travel Management Tool (Concur)

Travel Management Tool vs. Booking Tool

Travel Management Tool

- Designed to manage travel requests, approvals, travel expense reconciliation
 - Replaced several paper documents
 - Provides transparency into travel frequency and spend
 - Provides for electronic approvals and hierarchy



Travel Booking Tool

- Designed to streamline the reservation of air, rail, lodging, etc., and increase volumetric discounts
- Interfaced with travel management tool
- Booking tool contract was terminated due to lack of volume to drive consistent and deeper discounts



Proposed Travel Regulation Amendments

- 9.85.080 Procedure for travelers – General provisions
 - Provide flexibility for travelers to reserve airfare, rail, lodging or car rental services on their own due to the termination of the contract with the third-party travel booking service
- 9.85.090 Online Tool
 - Provide clarity about the use of the Commission's online tool (currently Concur) for processing requests, approvals and expense reconciliations

Proposed Travel Regulation Amendments

9.85.140 Travel requirements for consultants

- (a)(3)(I)
 - Provide exclusion for travel expenses that are part of the scope of work in a contract
- (a)(3)(II)
 - Allow for project managers to approve the travel for WSSC Water-approved consultants if the travel was included in the scope of work for the contract
- (e)(12)(I & II)
 - Provide an exception to WSSC Water's standard 50-mile rule for consultant mileage reimbursement when specific contracts have procedures in place for use of a personal vehicle
- (e)(12)(V)
 - Provision added for consultants to provide proof of actual mileage for reimbursement in accordance with OIG recommendation

Questions?









COMMISSION SUMMARY

AGENDA CATEGORY: Finance Office

ITEM NUMBER:

DATE: April 21, 2021

SUBJECT	Official Travel Expense Reimbursement – Proposed Amendments to Regulation 9.85
SUMMARY	<p>At the May 19, 2021 Commission Meeting, we will be requesting your approval for the proposed amendments to Regulation 9.85 – Official Travel Expense Reimbursement.</p> <p>The purpose of this package is to provide information on the proposed amendments to the Travel Expense Reimbursement regulation. The significant changes are highlighted in the power point presentation and include: changes to the travel expense management tool, clarifying language for consultants, as well as a recommendation from the OIG for consultant mileage. Other minor changes are reflected in the blacklined version of the amended regulation.</p>
SPECIAL COMMENTS	N/A
CONTRACT NO./REFERENCE NO.	N/A
COSTS	N/A
AMENDMENT/CHANGE ORDER NO. AMOUNT	N/A
MBE PARTICIPATION	N/A
PRIOR STAFF/COMMITTEE REVIEW	Carla A. Reid, General Manager/CEO 
PRIOR STAFF/COMMITTEE APPROVALS	Joseph F. Beach, Deputy General Manager for Administration  Patricia A. Colihan, Chief Financial Officer  Amanda Conn, General Counsel 

RECOMMENDATION TO COMMISSION	
COMMISSION ACTION	



Interoffice Memorandum

TO: COMMISSIONERS

THRU: CARLA A. REID ^{DS}
GENERAL MANAGER/CEO

THRU: JOSEPH F. BEACH ^{DS}
DEPUTY GENERAL MANAGER OF ADMINISTRATION

PATRICIA A. COLIHAN ^{DS}
CHIEF FINANCIAL OFFICER

FROM: J.D. NOELL ^{DS}
DISBURSEMENT DIVISION MANAGER

DATE: April 9, 2021

SUBJECT: PROPOSED AMENDMENTS TO THE TRAVEL EXPENSE REIMBURSEMENT
REGULATION

Background

In June 2018, the Commission adopted the first Travel Expense Reimbursement Regulation for WSSC Water employees, Commissioners and approved consultants. The regulation was adopted to replace and consolidate several disparate internal policies that governed WSSC Water related travel. In addition to the adoption of the regulation, WSSC Water implemented an online software solution for booking travel as well as managing the travel from request to expense reconciliation. Within the first year of the new travel regulation and online tool, a strategic sourcing team was reconvened to perform an analysis of the online tool(s) as well as a pain point analysis of the entire travel process.

Discussion

The strategic sourcing team used data from the analysis to make recommendations that would enhance the traveler experience. The recommendations included: updates to the online tool, elimination of the online booking solution and revisions to the travel expense reimbursement

regulation. We have successfully ended the contract with the online booking tool, tested and applied changes to the online travel management tool and have drafted amendments to the regulation for your consideration. We have provided a bulleted summary of the proposed minor amendments below and prepared a presentation for those amendments that will have greater impact on the travelers.

We are providing the information and background details for the proposed amendments in advance with the intention of requesting your approval of the proposed amendments during the May 2021 Commission meeting.

Minor Amendments

- 9.85.030 Definitions
 - (h) – provided definition of Lowest Logical Airfare or Rail Fare
 - (L)(1)(2)(3) – provided definition of Per Diem as well as what is included in the Per Diem
- 9.85.050 General Provisions
 - (b)(2) – provided guidance on approvals for Directors/Chiefs
 - (g)(3) – added a provision for “increased costs” to the exception criteria for employee travel
 - (h)(3) – added a provision for “increased costs” to the exception criteria for consultant travel
 - (i)(1) – added executive titles of General Manager, Corporate Secretary and Inspector General to the exception approvals by the Chair
 - (m) – added provision that exceptions and corresponding approvals must be in writing
- 9.85.080 Procedure for travelers – General Provisions.
 - (b)(1) – removed “available economy or coach class” and added Logical
 - (d)(5) – provided clarifying language for the use of Ride Share services when sharing with a non-WSSC Water passenger
- 9.85.100 Payments.
 - Removed “prepayments” from the entire section
 - (a)(2) – provided language for the issuance of per diems prior to travel
 - (a)(4) – provided clarification on per diems for travelers who choose to extend their travel
 - (a)(5) – replaced “per diem request” with expense report
 - (d)(2) – added clarifying language on where and to whom reimbursements or repayments of advances shall be made
- 9.85.110 Transportation.
 - (b) – added “or rail”
 - (b)(1) – removed “available economy class” and added logical airfare or rail fare
 - (d)(2) - removed “available economy class” and added logical airfare or rail fare
 - (d)(3)(ii) – removed “economy class” and added lowest logical airfare or rail fare

- (d)(3)(iii) – provided language for the justification of use of a personal vehicle while on travel
- 9.85.120 Per Diem Expenses.
 - (g) – added language to disallow the use of P-card for per diem allowances
- 9.85.130 Expense allowance and reimbursement.
 - (f)(3) – added “or short term” for parking fees at terminals
 - (f)(4) – added “personal vehicles” for reimbursement of parking fees
 - (h)(9) – added “theatre or amusements or any other form of entertainment” to the non-reimbursable list
- 9.85.140 Travel Requirements for Consultants.
 - (e)(13)(ii) – added “or the cleaning and pressing of clothing” as non-reimbursable
 - (e)(13)(vi) – replaced “entertainment” with “alcohol” as non-reimbursable
 - (e)(13)(viii) – added “or any other form of entertainment” as non-reimbursable
 - (e)(13)(xi) – added “seat upgrades” as non-reimbursable
 - (e)(13)(xii) – added provision for hourly parking rates at departure terminals where extended parking is available as non-reimbursable

Our team will be present to address any questions,

List the attachments:

PowerPoint – Proposed Amendments to Travel Regulation 9.85

Proposed Amended Travel Expense Reimbursement Regulation

Legal Review of Regulation

DRAFT 4/6/2021**WSSC Code of Regulations**

Title 9 – Human Resources Management

Subtitle I – Personnel Management

Chapter 9.85 - Official Travel Expense Reimbursement

9.85.010 Purpose.

These regulations establish procedures under which the Washington Suburban Sanitary Commission may handle travel and expense allowances and reimbursements for employees, Commissioners, and WSSC approved consultants.

9.85.020 Authority.

Pursuant to Public Utilities Article, § 17-403, Annotated Code of Maryland, WSSC has general authority to adopt rules and regulations to carry out the provisions of Division II of the Public Utilities Article, and those of any other laws the enforcement and administration of which are vested in WSSC.

9.85.030 Definitions.

- (a) "Appointee" means a member of a WSSC board or commission.
- (b) "Days" means business days.
- (c) "Designated approver" means a Division Manager or above that is authorized to approve a travel request.
- (d) "Distant travel" means official business travel:
 - (1) Which involves lodging accommodations; and
 - (2) Is more than 50 miles from a traveler's official work site.
- (e) "Incidental expenses" means fees and tips related to:

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- (1) Meals;
 - (2) Baggage carriers;
 - (3) Porters; and
 - (4) Hotel staff for room cleaning.
- (f) "Local travel" means official business travel:
- (1) Which does not involve lodging accommodations;
 - (2) Is within a 50-mile radius of the traveler's official work site; or
 - (3) Both.
- (g)(1) "Lodging" means a reimbursable temporary residential accommodation made available to a traveler while on WSSC official business travel.
- (2) "Lodging" includes hotels, motels, Airbnb or comparable home sharing services.
- (3) "Lodging" does not include apartment rentals.
- (h) **"LOWEST LOGICAL AIR FARE OR RAIL FARE" MEANS LEAST EXPENSIVE, NON-REFUNDABLE FARE WITH THE MINIMUM NUMBER OF STOPS AT THE TIME OF BOOKING.**
- (i) (1) "Nonpublic transportation" means transportation services provided by a taxi, shuttle, or comparable economy class ride share services such as Uber or Lyft.
- (2) "Nonpublic transportation" does not include limousine services, private car service, or high end ride share services such as Uber Black or Lyft Lux or Premier.
- [(i)](j)(1) "Official business travel" means approved conferences, conventions, seminars and nonroutine official business meetings for the purpose of conducting, discussing or deciding matters related to the accomplishment of position responsibilities.
- (2) "Official business travel" includes training related to the enhancement or improvement of the traveler's job function or knowledge.
- [(j)] (k) "Online [booking] tool" means the cloud-based solution selected by WSSC to manage business travel transactions [including travel bookings] and expenses.
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[(k)](L)(1) "PER DIEM" MEANS THE DAILY COST FOR THE TRAVELER WHEN ON OFFICIAL BUSINESS TRAVEL.

(2) "PER DIEM" INCLUDES MEALS AND INCIDENTALS SUCH AS TIPS.

(3) "PER DIEM" DOES NOT INCLUDE LODGING, TRANSPORTATION, PARKING, AND OTHER SERVICES NOT RELATED TO THE OFFICIAL BUSINESS TRAVEL.

(M)(1) "Public transportation" means a form of general passenger transportation.

(2) "Public transportation" includes Metro Bus, Metro Rail, and MARC.

[(l)](N)(1) "Travel status" means the condition of the traveler while on official business travel.

(2) "Travel status" does not include commuting from home to the traveler's assigned office, regardless of the length of the commute.

[(m)](O) "Traveler" means a:

- (1) WSSC employee;
- (2) Commissioner; or
- (3) WSSC approved consultant.

[(n)](P)(1) "WSSC approved consultant" means an entity under contract with WSSC who has been given authority by WSSC to charge WSSC for official business travel expenses.

(2) "WSSC approved consultant" includes consultants, vendors and contractors.

9.85.040 Scope.

Except for the differences in WSSC 9.85.140, the provisions in WSSC 9.85.050 through 9.85.130 shall apply to WSSC approved consultants.

9.85.050 General provisions.

(a) (1) Except as otherwise provided in this section, all travel shall be approved by a Division Manager or above.

(2) Travelers are required to create and submit travel requests through the online [booking] tool for approval.

(3) Designated approvers are required to log into the online [booking] tool and approve travelers' submissions.

(b)(1) The General Manager shall approve the travel requests of the Deputy General Managers, the General Counsel, the Chief of Staff, or any other direct report to the General Manager.

(2) DEPARTMENT HEADS SHALL APPROVE THE TRAVEL REQUESTS FOR DIRECTORS.

(c) The Chair of the Commission shall approve the travel requests of the:

(1) Commissioners;

(2) Corporate Secretary;

(3) Inspector General; and

(4) General Manager.

(d) The Vice Chair of the Commission shall approve the Chair's travel request.

(e) Division Managers or above shall be responsible for enforcing, within their areas of responsibility, these regulations.

(f) The Treasurer/Chief Financial Officer, or the Chief Financial Officer's designee, is responsible for ensuring compliance with these regulations in the Commission [and by WSSC approved consultants].

(g) Exceptions to these regulations for a WSSC employee may be granted by a Deputy General Manager or above if the employee demonstrates, in writing when appropriate, that the application of the regulations results in:

(1) Significant difficulty in traveling to or from the destination;

(2) Failure to accommodate a traveler when the traveler requires specific accommodations such as handicapped accessible transportation and lodging; [or]

(3) **INCREASED COSTS; OR**

(4) A hardship from the strict application of these regulations.

(h) Exceptions to these regulations for a WSSC approved consultant may be granted by the Deputy General Manager or above that oversees the department that the WSSC approved consultant works with if the WSSC approved consultant demonstrates, in writing when appropriate, that the application of the regulations results in:

(1) Significant difficulty in traveling to or from the destination;

(2) Failure to accommodate a traveler when the traveler requires specific accommodations such as handicapped accessible transportation and lodging; [or]

(3) **INCREASED COSTS; OR**

(4) A hardship from the strict application of these regulations.

(i)(1) Exceptions to these regulations for Commissioners, **GENERAL MANAGER, CORPORATE SECRETARY, AND INSPECTOR GENERAL** may be approved by the Chair of the Commission based on the standard in subsection (g) of this section.

(2) Exceptions for the Chair may be approved by the Vice Chair of the Commission based on the standard in subsection (g) of this section.

(j) International travel may be approved as an exception to the regulations if the approver under subsection (g), (h), or (i) of this section determines that the international travel is in the best interests of the Commission.

(k) (1) An appointee may request travel approval in addition to a stipend provided to the appointee.

(2) An appointee's travel request shall be approved by the Division Manager or above that oversees the activities of the board or commission.

(M) EXCEPTION REQUESTS AND APPROVALS SHALL BE IN WRITING.

9.85.060 Overnight business travel and expense reimbursement requests.

(a) Approval for overnight official business travel and expense reimbursements shall be obtained at least 10 days in advance of the travel event.

(b) Requests for approval under this section shall include an estimate of travel related expenditures or travel arrangements made with the proposed method of payment.

(c) Official overnight business travel may only be approved by a Division Manager or above.

9.85.070 Funding of travel expenses.

- (a) Funding for expenses of the official business travel shall be approved in advance by the Division Manager or above.
- (b) Except as provided in subsection (c) of this section, after the expenses of the official business travel are approved, any travel expenses that exceed those approved under this section shall be:
 - (1) Explained in writing by the employee to the original designated approver that approved the expenses; and
 - (2) Approved by the original designated approver.
- (c) Travel expenses that exceed those approved in advance may be denied if:
 - (1) They violate these regulations; or
 - (2) Are not approved as an exception under WSSC 9.85.050.
- (d) The Treasurer/Chief Financial Officer or the Chief Financial Officer's designee may approve travel expenses under subsection (b) of this section if the original designated approver is not available.

9.85.080 Procedure for travelers – General provisions.

- (a) *Class of Service.*
 - (1) Travelers shall use [the online booking tool or, if necessary,] the contracted travel management company to reserve air, rail, lodging, or car rental services **OR MAY RESERVE AIR, RAIL, LODGING, OR CAR RENTAL SERVICES ON THEIR OWN.**
 - (2) If a traveler elects to upgrade their level of service to include rewards, miles or credits, it will be considered a personal expense and is not reimbursable to the traveler.
 - (3) Any upgrades made using the WSSC P-Card must be reimbursed to WSSC.
- (b) *Air and Rail.*
 - (1) Travelers shall obtain the lowest [available economy or coach class] **LOGICAL** airfare or rail fare that meets the needs of their official business travel request.

(2) Travelers are expected to book airfare or rail services [at minimum 20 days] in advance of expected travel.

(c) *Lodging.*

(1) Travelers are expected to obtain a standard or equivalent room rate that is:

- (i) Appropriate for the location; and
- (ii) Meets the needs of their business travel request.

(2) [Rooms that are offered in connection with a conference shall be available through the online booking tool.

(3) The traveler must ensure the lodging booking reflects the special room rate associated with the conference.

(4)] Travelers are expected to book lodging services [at minimum 20 days] in advance of expected travel.

(d) *Car Rentals.*

(1) Travelers shall obtain a mid-size or lower vehicle.

(2) Car rental for a vehicle larger than mid-size is permissible if:

- (i) Three or more individuals are traveling together;
- (ii) The traveler is transporting sizeable equipment; or
- (iii) There are other valid business needs that have been approved in advance.

(3) The traveler shall refuel the rental car prior to returning the car.

(4) WSSC will not reimburse refueling charges by the car rental company upon return of the car.

(5) *Ride Share.* Travelers shall obtain an economy class of rideshare services **BUT ARE NOT REQUIRED TO USE AN ECONOMY CLASS THAT REQUIRES THE TRAVELER TO SHARE A VEHICLE WITH ANOTHER NON-WSSC INDIVIDUAL.**

(e) *International Travel.*

- (1) International travel may not be approved by a Division Manager.
- (2) International travel shall be approved as an exception to the regulation in accordance with WSSC 9.85.050.

9.85.090 Online [booking] tool.

- (a) Except as provided in [subsections] **SUBSECTION** (c) [and (d)] of this section for all travel arrangements, **TRAVELERS** are required to use WSSC's online [booking] tool purchased by WSSC for [travel arrangements] **TRAVEL REQUESTS, APPROVALS, AND RECONCILIATION**.
- (b) Details of the online [booking] tool will be contained in the travel and expenses procedures.
- (c) Use of the WSSC online [booking] tool is optional for WSSC approved consultants.
- [(d) If the online booking tool does not provide the appropriate travel arrangements, the traveler may use the WSSC contracted travel management company to reserve air, rail, lodging or car rental services.]

9.85.100 [Prepayments] PAYMENTS.

- (a) *[Prepayments] PAYMENTS of Per Diem.*
 - (1) When the traveler submits a travel per diem request, the traveler will need to indicate the number of days on official business travel.
 - (2) Except as provided in subsection (e) of this section, once the travel has been approved, **EVERY EFFORT WILL BE MADE TO MAKE SURE** the traveler will receive their per diem allowance within 10 days prior to the actual travel date.
 - (3) The allowance will be based on the total number of official business days traveled at the applicable daily allowance rates described in this section, per diem expenses.
 - (4) If the traveler chooses to extend the travel beyond the official business travel date, the traveler will not be [paid an advance] **REIMBURSED FOR TRAVEL EXPENSES OR PAID A PER DIEM** for the extended days of travel.

(5) Except as provided in subsection (e) of this section, if the per diem is not requested prior to the start of travel, the traveler will be reimbursed upon their return and upon submission of a travel [per diem request] **EXPENSE REPORT**.

(b) *Payments of Expenses.*

(1) Out-of-pocket expenses are reimbursable for the following:

(i) Public and nonpublic transportation for business related travel;

(ii) Parking; **AND**

(iii) Tolls [; and

(iv) Incidental expenses].

(2) Personal entertainment and nonbusiness related tours or events and the associated travel expense are not reimbursable.

(3) For airport departure, [short-term or] hourly rates for parking are not reimbursable.

(4) Requests for advances for out of pocket travel expenses directly attributable and necessary to travel may be approved by the designated approver.

(5) The amount of the advance shall be determined by an estimate of the anticipated out of pocket expenses the traveler will incur.

(c) *Prepayments of Registration Fees.*

(1) Once the travel has been approved, the registration fees for all events may be paid in advance using the office's or department's P-Card, if available.

(2) If the traveler pays for the registration on their personal credit card, WSSC will reimburse the traveler upon submission of a travel expense [request] **REPORT**.

(3) When possible, travelers should plan far enough in advance to take advantage of early-bird registration rates.

(d) *Requirements for Cancellation of Advance Payments.*

(1) If a traveler receives an advance payment and the trip is subsequently canceled, the traveler shall reimburse WSSC the full amount of the advance within 10 days from the date of the cancellation.

(2) Reimbursement or the return of the advance payment shall be made **TO WSSC AND DELIVERED** to the Disbursements Division.

(3) The traveler is responsible for making all appropriate cancellations.

(e) *Per Diem Payment Exception.*

(1) A designated approver can approve attendance at a conference with the condition that the employee will not receive a per diem payment if the designated approver determines that:

(i) More employees can attend the conference if employees are not entitled to a per diem payment; and

(ii) Increased employee attendance at the conference is in the best interests of the Commission.

(2) A designated approver shall notify the employee, in writing, that the employee's attendance is conditioned on not receiving a per diem payment.

9.85.110 Transportation.

(a) *Local Transportation.*

(1) Employees are encouraged to use WSSC pool vehicles, if available, for local travel events.

(2) Travelers may use personal vehicles or public or nonpublic transportation.

(3) Except as provided in subsection (a)(4) of this section, travelers may be reimbursed for tolls or parking expenses with a receipt upon submission of a travel expense [request] **REPORT**.

(4) A receipt is not required for parking meters.

(b) *Out-of-Town Transportation – Air **OR RAIL** Transportation.*

(1) Except as provided in subsection (b)(2) **AND (3)** of this section, the lowest [available economy class] **LOGICAL** airfare **OR RAIL FARE** is preferred over personal or WSSC vehicle use for distances more than 300 miles one way.

(2) A designated approver may approve a higher economy class airfare for a nonstop flight.

[(c) Out-of-Town Transportation – Rail Transportation.

(1) The lowest available economy class rail transportation fare is required for distances more than 300 miles when rail transportation is selected rather than air transportation.

(2) **(3)** A designated approver may approve a higher economy class rail transportation fare for a nonstop or limited stop rail transportation fare.

[(d) (C) Out-of-Town Transportation – Public and Nonpublic Transportation. Public transportation and nonpublic transportation is reimbursable upon submission of a travel expense [request]

REPORT for:

- (1) Home or work site to the departure terminal;
- (2) Local business related transportation at the destination; and
- (3) Return transportation from the terminal.

[(e) (D) Business Travel with Personal Vehicle.

(1) Business travel with personal vehicle may be approved by the designated approver for distances more than 300 miles, one way.

(2) Business travel with a personal vehicle will only be reimbursed at the cost of the lowest [available economy class] **LOGICAL** air fare **OR RAIL FARE**.

(3) Travelers that use a personal vehicle must:

- (i) Be pre-approved for the use of the personal vehicle; and
- (ii) Submit the cost of the [economy class] **LOWEST LOGICAL** airfare **OR RAIL FARE**, in writing, at the time the traveler seeks approval for use of the personal vehicle.

(III) THE DISBURSEMENTS DIVISION MAY REVIEW THE AVERAGE OF ECONOMY OR COACH CLASS AIRFARE OR THE LOWEST ONE WHEN DETERMINING WHETHER TO APPROVE USE OF A PERSONAL VEHICLE UNDER THIS SUBSECTION.

[(f)] (E) WSSC Vehicle. If approved by Fleet Services in accordance with the standard procedure, gasoline expenses are reimbursable with a receipt and upon submission of a travel expense **[form]** **REPORT.**

[(g)] (F) Rental Vehicles.

- (1) A designated approver may approve use of a rental vehicle.
- (2) A rental vehicle shall be approved only if:
 - (i) The traveler identifies a specific business need;
 - (ii) Alternative means of transportation are unavailable or inappropriate;
 - (iii) The costs of the rental vehicle is less than the costs of public or nonpublic transportation; and
 - (iv) Convenience or safety issues justify the additional cost.
- (3) If use of the rental vehicle is of a sufficiently long duration to warrant long-term rates, the traveler should attempt to secure long-term rates.
- (4) Drop-off charges for one-way vehicle rentals should be avoided, if possible, by obtaining a vehicle assigned to the destination city.

[(h)] (G) Insurance Coverage for Rental Vehicles.

- (1) This subsection does not apply to a WSSC approved consultant.
- (2) The Commission self-insures rental cars in the United States in the same manner it insures its own vehicles.
- (3) Because the Commission self-insures, insurance coverage offered by car rental agencies **[should] MAY** not be purchased by a traveler while traveling on official business in the United States.
- (4) For international travel, insurance coverage should be purchased by a traveler and is reimbursable.
- [(5) Except for international travel, WSSC may not reimburse expenses by a traveler for car rental insurance coverage.]**

[(i)] (H) *Traffic Citations and Parking Tickets.*

- (1) Travelers shall operate all vehicles in a safe and lawful manner, obeying all laws and speed limits.
- (2) Traffic citations and parking tickets incurred by the traveler will not be reimbursed.

9.85.120 Per diem expenses.

- (a) WSSC will use the federal per diem rates for meals and incidental expenses in effect at the time of the travel.
- (b) Travelers are not required to obtain and provide receipts for meals and incidental expenses related to the business trip.
- (c) WSSC will not cover or prepay for any additional meal options offered beyond the cost of general registration for a conference.
- (d) Employees shall use their per diem amount to pay for additional meal options.
- (e) Except as provided in subsection (f) of this section, for overnight travel, the meals and incidentals expenses will be covered as follows:
 - (1) Day of departure: 75 percent of the applicable meals and incidentals expense rate;
 - (2) Full day on official business: 100 percent of the applicable meals and incidentals expense rate; and
 - (3) Last day of travel: 75 percent of the applicable meals and incidentals expense rate.
- (f)
 - (1) Meals included in the conference registration fee shall be excluded from the per diem.
 - (2) The designated approver shall review the conference schedule in order to determine what meals shall be excluded from the per diem.

(G) THE P-CARD MAY NOT BE USED FOR PER DIEM ALLOWANCES.

9.85.130 Expense allowance and reimbursement.

- (a) WSSC will only pay for the traveler's expenses for their associated official business expenses.
- (b) If a traveler is not using a P-Card, the traveler will be reimbursed for the actual costs for lodging upon submission of a travel expense [request] **REPORT**.
- (c) Traveler will be reimbursed for mileage at the WSSC established rates for the use of their personal vehicles, while on official Commission business, for miles that are over and above their normal daily commute upon submission of a travel expense [request] **REPORT**.
- (d) Reimbursement is made for actual mileage at the WSSC's established rate from home to airport, bus or train terminal and return, less one day's normal commuting mileage.
- (e) (1) If the travel involves more than one day and the personal vehicle is used, the daily commuting mileage shall be deducted for one day's normal commute only.
 - (2) For example, if a traveler drives from home to Ocean City for a four-day conference and the traveler uses a personal vehicle, the traveler would be reimbursed for the total mileage less one day's normal commuting mileage.
 - (3) Mileage deduction would also apply if the traveler had driven to the point of departure, such as the airport, even if the travel time far exceeds your normal commute.
- (f) *Reimbursable Expenses*. The traveler shall be reimbursed for the following additional expenses upon the submission of an expense [request] **REPORT** and presentation of itemized receipts:
 - (1) Costs of public and nonpublic transportation between home or office and public carrier terminal, as appropriate;
 - (2) Costs of public and nonpublic transportation between out-of-town place of lodging and place of business when it is necessary for the traveler to stay farther than walking distance or shuttle services are not available from the place of business;
 - (3) Long-term **OR SHORT TERM** parking fees at terminals;
 - (4) Parking fees for rental cars, **PERSONAL VEHICLES**, or for WSSC vehicles where out-of-town use has been authorized;
 - (5) Required business telephone calls or phone calls to family members;

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- (6) Gasoline expense for rental cars or for WSSC vehicles where out-of-town use has been authorized; and
 - (7) Costs for baggage fees.
- (g) *Single Traveler*. The WSSC will only reimburse the traveler for those costs incurred as if the traveler traveled alone.
- (h) *Nonreimbursable Expenses*. The traveler will not be reimbursed for the following expenses:
- (1) [Short-term or] hourly parking rates at departure terminals where extended parking is available;
 - (2) Seat upgrades;
 - (3) Alcohol;
 - (4) Gifts and amusements;
 - (5) Travel life insurance premiums;
 - (6) In-room entertainment such as pay-per-view movies;
 - (7) In-flight services such as internet or movies;
 - (8) Costs of laundry or the cleaning or pressing of clothing;
 - (9) **THEATER OR AMUSEMENTS OR ANY OTHER FORM OF ENTERTAINMENT;**
and
 - [(9)](10) Other expenses that are not listed as a reimbursable expense.
- (i) *Supporting Documentation*. All required supporting documentation must accompany the travel request and expense reports accordingly.
- (j) *International Travel*.
- (1) Reimbursement for international travel shall be on an actual expense basis.
 - (2) All monies claimed must be shown in U.S. dollars using the conversion rate actually paid by the traveler.

(3) Miscellaneous business related expenses incurred as a result of foreign travel are reimbursable, which may include applicable fees for visas and passports.

9.85.140 Travel requirements for consultants.

(a) (1) WSSC approved consultant shall comply with WSSC 9.85.040 through 9.85.130 when allowed to invoice WSSC for expenses allowed by contractual terms.

(2) This section contains different travel requirements for WSSC approved consultants than for WSSC employees and Commissioners.

(3)(I) THIS SECTION DOES NOT APPLY IF TRAVEL WAS A PART OF THE SCOPE OF WORK OF THE CONTRACT.

(II) IF TRAVEL WAS A PART OF THE SCOPE OF WORK OF THE CONTRACT, TRAVEL OF A WSSC APPROVED CONSULTANT MAY BE APPROVED BY THE PROJECT MANAGER FOR THE CONTRACT.

(b) (1) WSSC will not reimburse travel expenses for a WSSC approved consultant for travel expenses that are not directly related to the consultant's contract with WSSC.

(2) WSSC will not reimburse travel expenses incurred by any other individual other than the WSSC approved consultant.

(c) Travel expenses for a WSSC approved consultant shall be paid by WSSC only when a consultant must travel 50 or more miles from their office work site to WSSC..

(d) If a WSSC approved consultant elects to upgrade their level of service to include rewards, miles or credits, it will be considered a personal expense and is not reimbursable.

(e) *Travel Requests.*

(1) Before incurring business travel expenses, WSSC approved consultants shall be approved by WSSC's Division Manager or above.

(2) The designated approvers are required to accurately review invoices for compliance.

(3) WSSC approved consultants who do not comply with the approval process will not be reimbursed for expenses.

(4) A travel request form must be completed by the WSSC approved consultant and approved in advance.

(5) The travel request must provide estimated costs for transportation, lodging, meals, and incidentals.

(6) Upon receipt of the approved travel request form, the WSSC approved consultant may make the necessary travel arrangements on the online [booking] tool.

(7) The Project Manager will provide the WSSC approved consultant a login and password to WSSC's online [booking] tool.

(8) The WSSC approved consultant may make all necessary travel arrangements for air, rail, lodging and car within the online [booking] tool.

(9) WSSC is not responsible for paying for any additional upgrades or services.

(10) WSSC approved consultants shall book air and rail travel accommodations at minimum 10 days in advance.

(11) *Car Rental.*

(i) If a background check results in a WSSC approved consultant receiving driving restrictions from WSSC's Police Department, car rental costs are not reimbursable.

(ii) A WSSC approved consultant is not covered under the Commission's self-insurance for rental cars.

(12) *Reimbursable Expenses – Mileage Reimbursements.*

(i) **EXCEPT AS PROVIDED IN SUBPARAGRAPH (II) OF THIS PARAGRAPH, [If] IF** the WSSC approved consultant uses their personal vehicle to travel to WSSC, the consultant will be reimbursed at the WSSC established mileage rates, for those miles greater than 50 miles, one way, minus normal commute miles to the consultant's home office.

(II) NOTWITHSTANDING ANY OTHER PROVISION OF THIS CHAPTER TO THE CONTRARY, THE MILEAGE RATES, REPORTING LOCATION, AND MILEAGE REIMBURSEMENT UNDER A STAFF AUGMENTATION CONTRACT OR A SIMILAR CONTRACT, SUCH AS INSPECTION SERVICES, SHALL BE GOVERNED BY THE

**PROCEDURES ESTABLISHED UNDER THAT CONTRACT FOR CONSULTANT STAFF
PERSONAL VEHICLE USE.**

(III) If background approval results in a WSSC approved consultant receiving driving restrictions from WSSC's Police Department, mileage costs are not reimbursable.

[(i)] If the WSSC approved consultant uses their personal vehicle to travel to WSSC, the consultant will be reimbursed at the WSSC established mileage rates, for those miles greater than 50 miles, one way, minus normal commute miles to the consultant's home office.

(ii)] (IV) If background approval results in a WSSC approved consultant receiving driving restrictions from WSSC's Police Department, mileage costs are not reimbursable.

(V) A WSSC APPROVED CONSULTANT SHALL SUBMIT WITH THE CONSULTANT'S MILEAGE REIMBURSEMENT WRITTEN PROOF OF THE ACTUAL MILEAGE USING FIXED OR DUTY POINTS AND JOB OR WORKSITES DONE BY WEB MAPPING PROGRAMS SUCH AS GOOGLE MAPS OR MAPQUEST.

(13) Nonreimbursable Expenses. WSSC will not reimburse for the following expenses:

- (i) Apartment rentals (excluding Airbnb or comparable home sharing services);
- (ii) Laundry **OR THE CLEANING OR PRESSING OF CLOTHING;**
- (iii) Trip or car rental insurance;
- (iv) Personal expenses such as haircuts, spa services, or medical services;
- (v) Gifts and amusements;
- (vi) **[Entertainment] ALCOHOL;**
- (vii) In-room entertainment and movies;
- (viii) Theater or amusements **OR ANY OTHER FORM OF ENTERTAINMENT;**
- (ix) In-flight services such as internet and movies; **[and]**
- (x) Repairs and maintenance to personal vehicles**[.];**

(XI) SEAT UPGRADES; AND

(XII) HOURLY PARKING RATES AT DEPARTURE TERMINALS WHERE EXTENDED PARKING IS AVAILABLE.

(14) *Reporting.*

- (i) All required supporting documentation must accompany submitted invoices.
- (ii) With the exception of per diems, a WSSC approved consultant shall submit all original [item] **ITEMIZED** receipts for expenses.

Legal Review of Regulation

As requested, the following Regulation has been reviewed as required by Chapter 1.42 of the WSSC Manual of Standard Procedures:

WSSC Code of Regulations
Title 9 – Human Resources Management
Subtitle I – Personnel Management
Chapter 9.85 - Official Travel Expense Reimbursement

1. Legal Sufficiency Review:

This Regulation has been reviewed and determined to be legally sufficient.

If not legally sufficient, details provided below:

N/A

2. Approval Authority

The Commission has authority to adopt this Regulation.



Amanda Stakem Conn
General Counsel

4/8/2021
Date