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SAFE

SAN DIEGO SERVICE AUTHORITY FOR FREEWAY EMERGENCIES
5555 OVERLAND AVE, BLDG 2 SAN DIEGO, CA 92123-1297
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EXECUTIVE DIRECTOR
Granville M. Bowman

August 6, 1986

TO: Leon L. Williams
Supervisor, 4th District

FROM: Granville M. Bowman GFW
Executive Director

SUBJECT: Flight and Hotel Accommodations for East Coast Trip

The following arrangements have been made for our trip to review Massachusetts, Connecticut and New York call box systems, and waste-to-energy plants in Baltimore.

August 12, 1986 - San Diego to Boston

TWA Flight 756: Leave 7:06 a.m.
Arrive 4:53 p.m.

We will meet at the TWA baggage check-in at 6:30 a.m.

August 18, 1986 - Baltimore to San Diego

United Airlines Flight 297:	Leave	5:19 p.m.
	Arrive Chicago	6:10 p.m.
United Airlines Flight 333:	Leave Chicago	6:40 p.m.
	Arrive San Diego	8:41 p.m.

Our hotel accommodations will be as follows:

August 12	Boston	Boston Park Plaza Phone: (617) 426-2000
August 13	Hartford	Ramada Inn Phone: (203) 246-6591
August 14, 15, 16 and 17	New York	Sheraton Center Phone: (212) 581-1000

I have prepared the attached policy on travel reimbursement for SAFE. Only one travel advance will be made to Ralph Thielicke, who will be responsible to pay for all expenses on the trip. It will be extremely important to provide receipts for all reimbursable expenses. If you have any questions, please call Ralph Thielicke at 565-5846.

GRANVILLE M. BOWMAN
Executive Director

GMB:RET:jhb

Attachment

8/2-044

SAN DIEGO SERVICE AUTHORITY FOR FREEWAY EMERGENCIES

Administrative Guidelines and Procedures

Subject

TRAVEL EXPENSES

Purpose

To establish guidelines for expenses incurred during official travel and procedures for claiming expense reimburesment. These administrative guidelines are promulgated by the Executive Director as interim regulations until such time as the Board of Directors adopts rules governing travel.

1.1 Authorization

Prior approval for out-of-state travel must be obtained from the SAFE Board before any individual incurs an expense for which reimbursement is to be claimed.

1.2 Transportation

1.2.1 All air travel paid with SAFE funds shall be in the most economical class.

1.2.2 All transportation costs incurred while in the service of SAFE shall be reimbursed at actual cost.

1.2.3 Carrier services, including taxicabs and vehicle rental (including storage of rental vehicle), shall be reimbursed at actual cost.

1.2.4 Baggage transfer shall be reimbursed at actual cost.

1.2.5 Storage of private vehicle shall be reimbursed at actual cost.

1.3 Lodging

1.3.1 Lodging shall be reimbursed at actual cost. Accommodations shall be moderate and reasonably priced business class facilities.

1.3.2 Government or commercial rate discounts shall be used where available.

1.4 Meals

1.4.1 Meals shall be reimbursed at actual cost not to exceed $35.00 per day.

1.4.2 Alcohol beverages shall not be reimbursed.

1.4.3 No reimbursement shall be made for breakfast unless such travel commences from office or place of residence prior to 7:00 a.m. or such travel is completed by return to office or place of residence after 8:00 a.m.; no reimbursement shall be made for lunch unless such travel commences prior to 11:30 a.m. or is completed after 1:00 p.m.; and no reimbursement shall be made for dinner unless such travel commences prior to, or is completed after, 7:00 p.m.

1.4.4 Actual incurred expenses in excess of the normal maximum expenses established above may be claimed and reimbursed for meals in any area deemed to be a high cost area by the Board or Executive Director.

1.5 Telephone, Telegraph, Registration and Tips

Telephone, telegraph and registration charges shall be reimbursed at actual cost. Tips shall be reimbursed at actual cost, not to exceed 15% for meals.

1.6 Claim for Travel Expense

1.6.1 Before any travel expenses or expenses incidental to travel are allowed or paid to any person in the service of the SAFE, that person shall prepare, sign and file with the Auditor an itemized account of such expenses and this account shall be entered on or attached to a claim prepared and certified in the manner provided by law for claims against the SAFE, and there shall be entered on this claim the following information and supporting data.

1) Reference to their authority to travel;

2) Date and time of departure from office or place of residence at commencement of travel, and date and time of return to office or place of residence on completion of travel;

3) Date and time of arrival at and departure from each city or location at which SAFE business was performed;

4) Receipts for all individual expenditures in excess of $5.00 (including receipts for commercial carrier travel) and for convention and/or registration fees regardless of amount;

1.6.2 All claims of $25.00 or less may be paid out of petty cash if such fund is available.

1.7 Advance of Travel Funds

1.7.1. Whenever any person in the service of the SAFE is required to travel on behalf of the SAFE in the performance of their official duties, he may request that he be allowed an advance of money for travel expenses, and expenses incidental to travel including registration, enrollment, tuition and other fees incidental to any event which such person is required to attend, such request to be made on a form prescribed by the Executive Director. All requests for advance travel funds shall require approval by the Executive Director.

1.7.2 Upon the presentation of an approved request filed in accordance with procedures prescribed by the Auditor, a warrant shall be drawn payable to such person in the amount of the advance.

1.7.3 The person receiving such advance shall file with the Auditor within 10 days after his return an itemized account together with required receipts for expenses for which the advance was made and pay to the SAFE any unexpended balance.

Established: August 6, 1986

8/2-034