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San Diego Unified Port District
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Office of the District Clerk

BPC Policy No. 642

SUBJECT: REIMBURSEMENT FOR TRANSPORTATION EXPENSE

PURPOSE: To define under what conditions reimbursement may be provided for authorized transportation expenses incurred and rates to be used.

POLICY STATEMENT:

1. The Port Director is authorized to approve reimbursement for transportation expenses incurred from travel by the regular use of privately owned vehicles and by the use of public transportation when such expenses are the result of travel by employees in connection with District business and in accordance with Board policies.
2. Reimbursable travel is classified as one of two types:
 - a. Travel within fifty (50) miles from the District Administration Building which requires the use of privately owned vehicles for District business.
 - b. "Out-of-town" travel as defined in BPC Policy No. 641.
3. Employees authorized to operate a privately owned vehicle on District business must possess a valid California Driver's License and maintain their vehicles in a safe operating condition. Approval for use of privately owned vehicles for "out-of-town" travel must be granted by the Port Director in each case.
4. Employees shall be considered to be in a work status while engaged in authorized District travel.
5. Reimbursement for usage by privately owned vehicles within fifty (50) miles of District Administrative Offices will be made in accordance with the following schedule:
 - a. At a daily rate for each date of the month the availability of the vehicle is required for official District business, plus a rate per mile driven each month. Individual claim per month cannot exceed a specified rate per mile, nor average more than five hundred (500) miles per month in any fiscal year; or
 - b. At a rate per mile not to exceed two hundred (200) miles individually claimed in any month; or

- c. For certain individuals who do not have ready access to Port pool cars but who must attend to Port responsibilities in their own privately owned vehicles, a monthly rate. Individuals who qualify under this paragraph, either through lack of easy access to Port pool cars or by reason of irregular hours of travel, will not be entitled to any additional mileage allowance, regardless of miles actually traveled.

The monthly allowances, as well as the daily rates and mileage rates, will be determined each year based upon appropriate cost criteria, and included in the annual budget presented for consideration and adoption by the Board of Port Commissioners.

6. Where public transportation is unavailable or inconvenient, "out-of-town" travel by privately owned vehicles may be authorized, which will be reimbursed at a rate per mile.
7. Reimbursement for travel expenses incurred by Port Commissioners as authorized by Section 18 of the San Diego Unified Port District Act shall be at the rates shown above in paragraphs 5c and 6.

RESOLUTION NUMBER AND DATE: 86-80, 11 March 1986
(Supersedes BPC Policy 642, Resolutions 77-183 and 74-10)