

## MEMORANDUM

March 16, 2022

**TO:** Grant PUD Commissioners  
Rich Wallen, General Manager/Chief Executive Officer

**VIA:** Bonnie Overfield, Chief Financial Officer *Bonnie Overfield*

**FROM:** Tracy Holcomb, Accounts Payable Supervisor *Tracy F. Holcomb*

**SUBJECT:** Updated Travel and Expense Reimbursement Policy, Resolution 7395

**Purpose:** To provide the Commission with information regarding changes made to the Travel and Expense Reimbursement Policy associated with Resolution 7395. The resolution provides that the General Manager is authorized to modify the policy from time to time provided the proposed changes are submitted to Grant PUD's Commission and Auditor at least 20 days prior to being put into effect.

**Discussion:** The proposed edits to the policy include:

- Updated the policy statement
- Updated format for consistency with Grant PUD's policy standards
- Added language to specify Grant PUD does not pay employees mileage or travel expenses to commute to their headquarters, with the exception of elected officials. This has always been our practice; it just wasn't previously documented.
- Added language to specify employees working at a remote work site will not be paid mileage or travel expenses from their remote work site to their established headquarters. This will be the requirement regardless of where their remote work site is located.
- Updated the language related to personal vehicle use and mileage reimbursement to clarify it's the employee's responsibility to ensure their personal auto policies either do not exclude business use or explicitly list Grant PUD as "also insured". The employee is compensated for insurance costs through the mileage rate.
- Revised outdated processes and references. For example, removed references to petty cash, revised "Director" to "Senior Manager", etc.
- Added language to guide out-of-state travel during a pandemic.
- Added a section to identify risks and risk owners. This section is now a requirement in all Grant PUD policies.
- Grammar edits

**Recommendation:** Inform the Commission of the changes made to the Travel and Expense Reimbursement Policy as described above. The supporting documentation included in this packet includes the following:

1. Commission memo
2. Copy of the current Travel and Expense Reimbursement Policy
3. A red-lined version of the policy to identify edits
4. A clean copy of the revised Travel and Expense Reimbursement Policy

**Legal Review:** See attached e-mail(s).



# TRAVEL AND EXPENSE REIMBURSEMENT POLICY

Effective Date 3/5/2012

Update 2/6/2012

Policy Owner: Chief Financial Officer

Changes made to policy must be in accordance with Resolution No. 7395

## 1.0 Policy

It is the District's policy to reimburse employees for "reasonable and necessary" expenses incurred in connection with the performance of District business. **Personal expenses and any costs related to entertainment are not reimbursable.**

The following administrative policy has been established as guidelines for complying with this policy. They are not intended to be all inclusive. The absence of instructions covering particular situations does not relieve an employee from the responsibility to exercise common sense and be cost effective in their travel choices.

## 2.0 Scope

This policy applies to all employees including commissioners conducting business for the District.

## 3.0 Responsibility

3.1 It is the employee's responsibility to be familiar with the provisions of this policy and to only incur reasonable and necessary expenses and to provide a prompt and proper accounting of all expenditures related to the travel.

3.2 All employees except Management Team must have all expense reports reviewed and approved by a supervisor, in writing, prior to processing for reimbursement.

3.3 Managers at all levels will be responsible for ensuring compliance with this policy and interpreting its provisions with the policy statement in mind.

3.4 Hourly employee shall meet with their Supervisor prior to travel using the Required vs Non-Required Training checklist located on Human Resources home page under tools.

## 4.0 Procedure

### 4.1 Travel Authorization:

Travel to destinations outside the Grant County PUD Service Territory/Project will be documented by an approved Travel Authorization (TA) for each destination covered by the TA. In addition to authorizing the employee to travel, this documents the employee is covered by the District's travel life insurance. Each TA is logged into the District Travel Database. Airline tickets, car rental and hotel reservations should be arranged well in advance. Employees will not be reimbursed for personal prepayments of these expenses until the travel has occurred. The Travel Authorization log number will be written on all travel claims. Each employee traveling will have a unique log number.

### 4.2 Statement of Expenses:

All overnight travel will be documented by a Statement of Expense. The original will be submitted to obtain reimbursement for out of pocket costs from Petty Cash or Accounts Payable. If an employee has charged costs in excess of the reimbursable costs, the original statement will document the repayment to the District. A copy will be submitted with any District credit card expenses and/or to advance travel if applicable.

### 4.3 Credit Cards:

Credit cards are available for use by District employees for business related travel expenses in accordance with RCW 42.24.115.

4.3.1 Employees who have District procurement cards are responsible for reconciling the monthly bank card statement and submitting the reconciliation statement and receipts to the administrator according to District Procedures.

4.3.2 Employees will not be reimbursed for business related travel until travel is complete.

4.3.3 Each division has generic travel cards issued to them for use by employees who travel infrequently. The employee will provide a copy of the Statement of Expense and all credit card receipts to the card administrator.

4.3.4 Misuse of any District card can result in disciplinary action, up to and including revocation of authority, and may result in suspension or termination of employment.

#### 4.4 Advance Travel:

Travel Advances are available as allowed by RCW 42.24.120 and District Resolution No. 4233. Travel Advances should not be used in place of a District credit card. Travel Advances will not be allowed for travel within the United States.

4.4.1 The request for travel advance is included on the District Travel Authorization form. Requests should be submitted to the Advance Travel Custodian at least three (3) working days before the start of travel and will not be released to employee more than five (5) working days prior to the start of travel.

4.4.2 Travel Advances should be limited to the per diem calculation plus 20% for unexpected items [(per diem rate) x (# days expected to be at the destination) x 1.2]. If the amount of funds derived from this calculation is determined to be insufficient, the Supervisor may authorize an increased Travel Advance on a case by case basis.

4.4.3 Travel advances must be accounted for and any unused funds repaid. Submittal of the detailed Statement of Expense report and repayment of any unused travel advance must be made on or before the 15th calendar day after return to the District (RCW 42.24.150). If the employee's repayment check has insufficient funds or if the employee fails to submit repayment, per RCW 42.24.140 the District may withhold any funds that become payable to the employee up to the amount of the advance and an interest rate of 10% per annum. Payroll will receive a withholding request, from the Advance Travel Custodian, on the pay period immediately following the NSF notice or lack of repayment for the amount due plus 10% interest. If a Statement of Expense is not submitted, the full value of the advance will be withheld. Upon submission of a properly completed and approved Statement of Expense, any difference will be issued through accounts payable.

#### 4.5 Air Travel:

All air travel will be in coach class.

4.5.1 Management group employees are authorized to use any of the free benefits as a result of the Frequent Flyer Programs as long as the employee has purchased his/her airline tickets in the most prudent and economical manner.

4.5.2 Travel arrangements should be made as far in advance as possible to take advantage of the most economical rate. Discounts are generally available when tickets are purchased at least 14 days in advance. Every effort should be made to take advantage of excursion fares.

4.5.3 If there are penalties associated with changing reservations, the District will pay for these provided the District required the change, the change results in offsetting cost savings, or the change was beyond the control of the employee. Penalties or cancellation charges incurred for any other reason will be the responsibility of the employee. This includes changes to get on an earlier flight. It will be the employee's responsibility to ensure unused non-refundable tickets are applied to future District travel.

4.5.4 Itineraries or ticket receipts, which include the fare cost, shall be required to document the payment.

4.6 Hotel/Motel Accommodations:

Employees are expected to use judgment in the selection of hotels/motels and picking government rates, corporate, or lesser available rate when possible.

4.6.1 Reimbursement will be made for actual lodging, including taxes, for the period the employee is away because of a travel assignment.

4.6.2 Detailed receipts for hotel/motel accommodations shall be used to document the payment.

4.7 Meals/Meeting Refreshments:

4.7.1 Meal reimbursements are allowed as identified in the following sections. If travel begins/ends 1½ hours before/after the start of your normal business hours, you can include meal(s) as appropriate.

#### 4.7.1.1 Overnight Travel-Outside of Grant County PUD Service

##### Territory/Projects

Employees will be paid a non-taxed per diem for meals when overnight travel is outside Grant County PUD service territory/projects. Per diem will be based on the federal per diem rate for the location that the employee is staying over night. The per diem will be pro-rated, based on the federal per diem meal breakdown, on the travel days that are shorter than a full day. When meals are provided as part of a meeting or conference, the per diem for that meal will not be paid. Exceptions may be approved by the Supervisor to meet individual employee dietary needs.

#### 4.7.1.2 Day Travel - No Overnight Stay

##### Meals within Grant County PUD Service Territory/Projects:

- Not allowable

##### Meals outside of Grant County PUD Service Territory/Projects:

- For approved day travel outside of Grant County PUD service territory/projects, employees will be paid a taxed per diem for meals. The per diem will be based on the federal per diem rate for the location of the travel. The per diem will be pro-rated, based on the federal per diem meal breakdown. A meal reimbursement form will be required. Payment of the meals will go through payroll and be included in the employee's paycheck.

When meals are provided as part of a meeting or conference, the per diem for that meal will not be paid. Exceptions may be approved by the Supervisor to meet individual employee dietary needs.

#### 4.7.1.3 District sponsored Business Meeting and In-House Training

The Director may approve reimbursement of actual cost of meals when included as part of a business meeting or training session.

If authorized, the following shall be identified with the reimbursement claim:

- The names of the individual(s) for whom the meal expense was incurred;
- Their official title or capacity as it relates to District business;
- The nature of the topic(s) discussed, nature of the occasion, what District purpose or District policy was served; and,
- How this activity was an appropriate way to carry out that purpose or policy.

4.7.2 Employee reimbursement of meal costs for non-employees will be allowed only if the non-employee is performing a service for the District for which the person would otherwise be authorized or eligible to be paid compensation or reimbursement by the District or there is a cost benefit to the District approved by the Director. This should not be construed to permit promotional hosting.

The following shall be identified with the reimbursement claim:

- The names of the individual(s) for whom the meal expense was incurred;
- Their official title or capacity as it relates to District business;
- The nature of the topic(s) discussed, nature of the occasion, what District purpose or District policy was served; and,
- How this activity was an appropriate way to carry out that purpose or policy.

4.7.3 The Director may approve the serving of refreshments at District sponsored meetings, training sessions, and during emergency situations.

#### 4.8 Ground Transportation:

Carpool whenever feasible. The District has some vehicles that can accommodate larger groups. Mileage will normally be paid for the lower of actual or from the employee's headquarters plus reasonable vicinity miles. If travel occurs on a normally scheduled day off then reimbursement may be calculated from the employee's home. It is the intent to utilize the lower of the applicable mileage expense, but the Supervisor, considering the specific circumstances, may authorize the higher actual mileage calculation.

4.8.1 District vehicles may be used when available. Any expenses related to the District vehicle should clearly identify the vehicle number and TA if not for overnight travel.

- 4.8.2 Personal vehicle use will be reimbursed at the current IRS allowable rate. Changes in this rate will be posted on the District's intranet site. Carpooling should be used whenever feasible. Note: Employees that claim mileage should be aware that their auto insurance company is the primary insurer.
- 4.8.3 The District uses intranet mileage sites such as mapquest.com to determine the reasonableness of mileage claimed based on the destinations on the TA. If your mileage is substantially different, include a brief explanation on the SOE such as "pass closed, used hwy 2". (my attach to SOE)
- 4.8.4 Shuttles, Transit, Taxi will be reimbursed based on actual cost plus a reasonable tip if appropriate. When possible, employees should use the most economical method of travel.
- 4.8.5 Employees may claim mileage, local transportation or use the rental car for nominal travel for meals, but any substantial travel must be paid for by the employee (see 4.8.5.3 below).
- 4.8.6 The use of a rental car is permitted when it is in the interest of the District to do so. Prior approval from the division Director through the Travel Authorization is required.
  - 4.8.6.1 Actual cost will be reimbursed when the use of a rental car is necessary and economically beneficial to the District. The cost of parking and all related costs should be considered when determining economy.
  - 4.8.6.2 Insurance for U.S. & Canadian rentals are covered by the District's insurance policy and should not be purchased.
  - 4.8.6.3 Receipts for rental cars and gas shall be required to document the expense. Any personal expense shall be clearly identified and reduced from the cost.
  - 4.8.6.4 Optional costs such as frequent flyer miles and upgrades are not allowed, fuel service and options such as GPS should be clearly documented to show they were reasonable and necessary.
  - 4.8.6.5 Personal usage of a rental car before, during or after District business travel must be covered by the employee, including rental cost, insurance coverage and gasoline.

#### 4.9 Telephone:

A reasonable number of limited duration calls home or to a designated personal caretaker is considered acceptable on a business trip. Employees are encouraged to use the most cost effective means using cells phones, District phone cards, or a pre-paid phone card from a Petty Cash Custodian. Reimbursement for actual expenditures for personal phone calls should not exceed an average of \$5 per day for calls made while traveling domestic or an average of 15 minutes a day while traveling international. If an

employee receives a cell phone allowance, no domestic personal calls will be allowed unless coverage was not available.

#### 4.10 Spouse on Trip:

If an employee chooses to have his/her spouse or other guest join them on an approved business trip, the additional expense incurred is personal. The District will reimburse expenses to the extent that it would have incurred for the employee alone; i.e., the single rate for a hotel room.

#### 4.11 Share the Savings:

Employees may be willing to develop travel plans that are less costly to the District. With approval, the employee will be reimbursed for actual costs as identified in this procedure in addition to half the savings between a conventional and unconventional trip. For example, an employee who chooses to stay at a private residence would be reimbursed at half the rate of a hotel less any additional costs incurred such as rental car or mileage.

The share the savings amount will be taxable income to the employee and will be no more than the amount approved.

#### 4.12 Other Expenses:

- Reasonable laundry services will be allowed for employees when domestic travel exceeds 7 days or when a domestic trip is unexpectedly extended; foreign travel per diem includes allowance for laundry expenditures.
- Reimbursement will be allowed for documentation (Passport, Visa, etc.) required for international travel.
- Miscellaneous services (taxi, shuttle, bus, tolls, laundry, parking, etc.) under \$75 do not require a receipt, but one is preferred.

#### 4.13 International Travel:

4.13.1 Employees traveling outside the United States will be covered under an insurance policy provided through the District which includes commercial general liability, hired auto liability and physical damage, accidental death/dismemberment, kidnap & extortion, and emergency assistance coverage.

- 4.13.2 As a benefit associated with ongoing employment with the District, the District may reimburse the employee for personal property losses that can be documented. Claims must be documented to the satisfaction of the District or they will be denied. This amount is taxable to the employee and will be reimbursed in the pay period following approval.
- 4.13.3 Employees traveling outside of the United States and Canada should request and carry a current international travel assistance identification card, which includes directions for obtaining medical, legal, evacuation, lost document recovery, and interpreter assistance during international travel. Cards are available from Administrative Assistants or the Risk Analyst.
- 4.13.4 Prior to departure for international travel, it is recommended that employees refer to the U.S. Department of State Current Travel Warnings and Public Announcements at: <http://travel.state.gov/travel>. For countries declared by the State Department as not suited for travel, travel on District business to those countries requires approval by the General Manager.
- 4.13.5 Insurance for international rentals should only be purchased if required by the laws governing the location where the rental occurs. Foreign auto liability is included in the District's insurance policy described in section 4.13.1. If international travel will include the rental of a vehicle, the employee shall obtain from the Risk Analyst or Administrative Assistant documentation confirming auto liability coverage.

4.14 Emergencies:

- 4.14.1 If an employee is in a situation determined to constitute an emergency, the employee shall contact his/her supervisor.
- 4.14.2 If an employee is not able to return to the District because of a work related injury sustained while traveling on District business, the employee must inform his/her supervisor and the supervisor shall contact Risk Management. If traveling out of the United States and Canada, refer to 4.13.2.

4.15 Not Allowable:

- 4.15.1 Entertainment, Valet Services, unless there are no other parking options (explanation to be provided)
- 4.15.2 Transportation to entertainment
- 4.15.3 Promotional hosting.

4.16 Documentation Requirements:

- 4.16.1 Charges on District Credit Cards - all detailed original receipts (from the vendor) Include description of expense if not self-explanatory.
- 4.16.2 Lodging, Air Transportation, car rentals, fuel – all original receipts.
- 4.16.3 Other – only if the individual expense exceeds \$75 (taxi, shuttle, bus, tolls, parking, etc.) Include description of expense if not self-explanatory.
- 4.16.4 Names, affiliation, date and time, TA # if for someone else, include the business purpose.

4.17 Other:

- 4.17.1 A Statement of Expense is required for all overnight travel. The original goes to Accounts Payable or a Petty Cash Custodian (if under \$100) to obtain reimbursement or repay the District with any original receipts to document expenses that were not paid by a District credit card. If expenses are included for other employees, their Statement of Expense must be attached also.
- 4.17.2 TA numbers are required to be written down on the Statement of Expense and advance payments of registration fees and transportation costs.
- 4.17.3 A copy of the Statement of Expense goes with the applicable original credit card receipts with each procurement card (p-card) reconciliation and /or generic travel card used for the travel.
- 4.17.4 If an advance was obtained, a copy of the Statement of Expense goes to the Advance Travel Custodian with any balance due to the District from the Advance.

<b>Effective Date:</b>	<b>Version:</b> <del>y4</del>	<b>Related Documents:</b> <del>Procurement Card Program, Vehicle/Asset Usage Policy</del>
	<b>Supersedes:</b> 3/5/2012	
 <h2 style="margin: 0;">DISTRICTWIDE POLICY</h2>		
<b>Approved by:</b> <del>GM delegated to</del> CFO	<b>Regulation:</b> <del>RCW 42.24.120, RCW 42.24.115, RCW 42.24.140, RCW 42.24.150, Resolution 7395</del>	
<b>Policy Owner:</b> <del>AP Supervisor,</del>	<b>Policy Category:</b> Financial	

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**Style Definition:** Policy Body Text

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### FIN-AC-POL-100 TRAVEL & EXPENSE REIMBURSEMENT POLICY

#### 1. Scope

This policy applies to all Grant PUD employees, including commissioners, conducting business for Grant PUD.

#### 2. Policy Statement

It is the policy of Grant PUD to reimburse employees for reasonable and necessary expenses incurred in connection with the performance of Grant PUD business. Personal expenses and any costs related to entertainment are not reimbursable.

Employees seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.

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#### 3. Responsibility

It is the employee's responsibility to be familiar with the provisions of this policy, to incur reasonable and necessary expenses only, and to provide a prompt and proper accounting of all expenditures related to the travel. All employees except CXOs must have all expense reports reviewed and approved by their immediate supervisor, in writing, prior to processing for reimbursement.

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#### 4. Travel Authorization

Travel to destinations outside Grant PUD's Service Territory/Project must be documented by an approved Travel Authorization (TA) for each destination covered by the TA. In addition to authorizing the employee to travel, this documents the employee is covered by Grant PUD's travel life insurance. Each TA is created in advance of travel and logged into Grant PUD's Travel Database. Airline tickets, car rental, and hotel reservations should be arranged well in advance. Employees will not be reimbursed for personal prepayments of these expenses until the travel

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has occurred. Each employee traveling will have a unique TA log number, which must be written on all travel claims.

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### 5. Statement of Expenses

All overnight travel will be documented by a Statement of Expense (SOE). The original approved SOE will be submitted to Accounts Payable to obtain reimbursement for out-of-pocket costs. If an employee has charged costs in excess of the reimbursable costs, the original statement will document the repayment to Grant PUD. A copy will be submitted with any Grant PUD credit card expenses and/or to advance travel if applicable.

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### 6. Credit Cards

Credit cards are available for use by Grant PUD employees for business related travel expenses in accordance with RCW 42.24.115. Employees who have Grant PUD procurement cards (Pcard) are responsible for reconciling the monthly bank card statement and submitting the reconciliation statement and receipts to the administrator in accordance with Grant PUD's Pcard policies and procedures.

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Grant PUD has generic travel cards issued to them for use by employees who travel infrequently. The employee will provide a copy of the SOE and all credit card receipts to the card administrator.

Misuse of any Grant PUD credit card can result in disciplinary action, up to and including revocation of authority, and may result in suspension or termination of employment.

### 7. Travel Advance

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A. Travel advances are available as allowed by RCW 42.24.120 and Grant PUD Resolution No. 4233. Travel advances should not be used in place of a Grant PUD credit card and are not allowed for travel within the United States.

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B. The request for a travel advance is included on the TA form. Requests should be submitted to the Advance Travel Custodian at least 3 working days before the start of travel and will not be released to the employee more than 5 working days prior to the start of travel.

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be at the destination) x 1.2]. If the amount of funds derived from this calculation is determined to be insufficient, the employee's immediate supervisor may authorize an increased travel advance on a case-by-case basis.

- D. Travel advances must be accounted for and any unused funds repaid in accordance with Chapter 42.24 RCW. Submittal of the detailed SOE and repayment of any unused travel advance must be made on or before the 15th calendar day after travel is complete. If the employee's repayment check has insufficient funds or if the employee fails to submit repayment, Grant PUD may withhold any funds that become payable to the employee up to the amount of the advance and an interest rate of 10% per annum. Payroll will receive a withholding request from the Advance Travel Custodian on the pay period immediately following the NSF notice or lack of repayment for the amount due plus 10% interest. If a SOE is not submitted, the full value of the advance will be withheld. Upon submission of a properly completed and approved SOE, any difference will be issued through accounts payable.

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**8. Air Travel**

- A. Airline tickets purchased will be the most economical available. If an employee decides to upgrade, they will be responsible for the additional cost.
- B. Employees are authorized to use any of the free benefits of a frequent flyer program as long as the employee has purchased their airline tickets in the most prudent and economical manner.
- C. Travel arrangements should be made as far in advance as possible to take advantage of the most economical rate. Discounts are generally available when tickets are purchased at least 14 days in advance. Every effort should be made to take advantage of excursion fares.
- D. If there are penalties associated with changing reservations, Grant PUD will pay for these provided Grant PUD required the change, the change results in offsetting cost savings, or the change was beyond the control of the employee. Penalties or cancellation charges incurred for any other reason will be the responsibility of the employee. This includes changes to get on an earlier flight. It will be the employee's responsibility to ensure unused non-refundable tickets are applied to future Grant PUD travel.

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E. Itineraries or ticket receipts, which include the fare cost, shall be required to document the payment.

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**10. Meals/Meeting Refreshments**

A. Meal reimbursements are allowed as identified in the following sections. If travel begins/ends 1 ½ hours before/after the start of your normal business hours, you can include meal(s) as appropriate.

1) Overnight Travel-Outside of Grant PUD Service Territory/Projects

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Employees will be paid a non-taxed per diem for meals when overnight travel is outside Grant PUD service territory/projects. Per diem will be based on the federal per diem rate for the location that the employee is staying overnight. The per diem will be pro-rated, based on the federal per diem meal breakdown, on the travel days that are shorter than a full day. When meals are provided as part of a meeting or conference, the per diem for that meal will not be paid. Exceptions may be approved by the immediate supervisor to meet individual employee dietary needs.

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2) Day Travel - No Overnight Stay

Meals within Grant PUD Service Territory/Projects are not allowed with exception as noted below in Section 3.

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Employees will be paid a taxed per diem for meals for approved day travel outside of Grant PUD service territory/projects per IRS requirements. The per diem will be based on the federal per diem rate for the location of the travel. The per diem will be pro-rated, based on the federal per diem meal breakdown. A day travel SOE will be required, which will be reviewed by Accounts Payable. Payment of the meals will be included in the employee's paycheck.

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When meals are provided as part of a meeting or conference, the per diem for that meal will not be paid. Exceptions may be approved by the immediate supervisor to meet individual employee dietary needs.

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3) Grant PUD-sponsored Business Meeting and In-House Training

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The applicable Senior Manager or equivalent may approve reimbursement of actual cost of meals when included as part of a business meeting or training session. If authorized, the following shall be identified with the reimbursement claim:

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- The names of the individual(s) for whom the meal expense was incurred;
- Their official title or capacity as it relates to Grant PUD business;
- The nature of the topic(s) discussed, nature of the occasion, what Grant PUD purpose or policy was served; and
- How this activity was an appropriate way to carry out that purpose or policy.

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- B. Employee reimbursement of meal costs for non-employees will be allowed only if the non-employee is performing a service for Grant PUD for which the person would otherwise be authorized or eligible to be paid compensation or reimbursement by Grant PUD, or there is a cost benefit to Grant PUD, approved by the Senior Manager or equivalent. This should not be construed to permit promotional hosting.

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The following shall be identified with the reimbursement claim:

- The names of the individual(s) for whom the meal expense was incurred;
- Their official title or capacity as it relates to Grant PUD business;
- The nature of the topic(s) discussed, nature of the occasion, what Grant PUD purpose or policy was served; and
- How this activity was an appropriate way to carry out that purpose or policy.

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- C. The Senior Manager or equivalent may approve the serving of refreshments at Grant PUD, sponsored meetings, training sessions, and during emergency situations.

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 <b>DISTRICTWIDE POLICY</b>		
<b>Approved by:</b> GM delegated to CFO	<b>Regulation:</b> RCW 42.24.120, RCW 42.24.115, RCW 42.24.140, RCW 42.24.150, Resolution 7395	
<b>Policy Owner:</b> AP Supervisor,	<b>Policy Category:</b> Financial	

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**11. Ground Transportation**

- A. Employees will not be paid mileage or travel expenses to commute to their headquarters. This does not apply to elected officials (see RCW 54.12.080).
- B. Employees working at a Remote Work Site will not be paid mileage or travel expenses from their Remote Work Site to their Established Headquarters. If an employee is required to report to a job site other than their Established Headquarters, mileage will be paid for the lesser of the distance between the job site and their Established Headquarters or the job site and their Remote Work Site.
- C. When traveling on Grant PUD business under an approved TA, mileage will normally be paid for the lesser of the distance between the travel destination and the employee's headquarters or the travel destination and the employee's home or Remote Work Site. If travel occurs on a normally scheduled day off, reimbursement may be calculated from the employee's home.
- D. Grant PUD vehicles may be used when available in accordance with Grant PUD's Vehicle/Asset Usage Policy. Any expenses related to a Grant PUD vehicle should clearly identify the vehicle number and TA if not for overnight travel.
- E. Personal vehicle use will be reimbursed at the current IRS allowable rate. Changes in this rate will be posted on Grant PUD's intranet site. Carpooling should be used whenever feasible.
- F. Employees who claim mileage should be aware that their auto insurance company must be the primary insurer. It is the employee's responsibility to ensure their personal auto policies either do not exclude business use or explicitly list Grant PUD as "also insured". The employee is compensated for insurance costs through the mileage rate.
- G. Grant PUD uses intranet mileage sites (e.g., mapquest.com) to determine the reasonableness of mileage claimed based on the destinations on the TA. If your mileage is substantially different, include a brief explanation on the SOE such as "pass closed, used hwy 2."
- H. Shuttle, transit, and taxi costs will be reimbursed based on actual cost plus a reasonable tip if appropriate. When possible, employees should use the most economical method of travel.

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- I. Employees may claim mileage, local transportation, or use the rental car for nominal travel for meals, but any substantial travel must be paid for by the employee.
- J. The use of a rental car is permitted when it is in the interest of [Grant PUD](#) to do so. Prior approval from the [applicable Senior Manager or equivalent](#) through the TA is required.
  - 1) Actual cost will be reimbursed when the use of a rental car is necessary and **economically** beneficial to [Grant PUD](#). The cost of parking and all related costs should be considered when determining **economy**.
  - 2) Insurance for U.S. & Canadian rentals are covered by [Grant PUD](#)'s insurance policy and should not be purchased.
  - 3) Receipts for rental cars and gas shall be required to document the expense. Any personal expense shall be clearly identified and reduced from the cost.
  - 4) Optional costs such as frequent flyer miles and upgrades are not allowed. [If fuel service and other options such as GPS are taken, there should be clear documentation to show they were reasonable and necessary.](#)
  - 5) Personal usage of a rental car before, during, or after [Grant PUD](#), business travel **must** be covered by the employee, including rental cost, insurance coverage, and gasoline.

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### 12. Spouse on Trip

If an employee chooses to have his/her spouse or other guest join them on an approved business trip, the additional expense incurred is personal. [Grant PUD](#) will reimburse expenses to the extent that it would have incurred for the employee alone [only](#), i.e., the single rate for a hotel room.

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A reasonable number of limited duration calls home or to a designated personal caretaker is considered acceptable on a business trip. Employees are encouraged to use the most cost-effective means using cell phones, District phone cards, or a pre-paid phone card from a Petty Cash Custodian. Reimbursement for actual expenditures for personal phone calls should not exceed an average of \$5 per day for calls made while traveling domestic or an average of 15 minutes a day while traveling international. If an employee receives a cell phone allowance, no domestic personal calls will be allowed unless coverage was not available. ¶

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### 13. Share the Savings

Employees may be willing to develop travel plans that are less costly to [Grant PUD](#). With approval, the employee will be reimbursed for actual costs as identified in this procedure in addition to half the savings between a conventional and unconventional trip. For example, an employee who chooses to stay at a private residence would be reimbursed at half the rate of a hotel less any additional costs incurred such as rental car or mileage.

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The share the savings amount will be taxable income to the employee and will be no more than the amount approved.

**14. Other Expenses**

- A. Reasonable laundry services will be allowed for employees when domestic travel exceeds 7 days or when a domestic trip is unexpectedly extended; foreign travel per diem includes allowance for laundry expenditures.
- B. Reimbursement will be allowed for documentation required for international travel (passport, visa, etc.).
- C. Miscellaneous services (taxi, shuttle, bus, tolls, laundry, parking, etc.) under \$75 do not require a receipt, but one is preferred.

**15. International Travel**

- A. Employees traveling outside the United States will be covered under an insurance policy provided through Grant PUD, which includes commercial general liability, hired auto liability and physical damage, accidental death/dismemberment, special coverage, and emergency assistance coverage.
- B. As a benefit associated with ongoing employment with Grant PUD, Grant PUD may reimburse the employee for personal property losses that can be documented. Claims must be documented to the satisfaction of Grant PUD or they will be denied. This amount is taxable to the employee and will be reimbursed in the pay period following approval.
- C. Employees traveling outside of the United States and Canada should request and carry a current international travel assistance identification card, which includes directions for obtaining medical, legal, evacuation, lost document recovery, and interpreter assistance during international travel. Cards are available from Administrative Assistants or a Risk Analyst.
- D. Prior to departure for international travel, it is recommended that employees refer to the U.S. Department of State Current Travel Warnings and Public Announcements at: <http://travel.state.gov/travel>. For Grant PUD travel to countries declared by the State Department as not suited for travel, approval by the General Manager is required.

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E. Insurance for international rentals should only be purchased if required by the laws governing the location where the rental occurs. Foreign auto liability is included in Grant PUD's insurance policy. If international travel will include the rental of a vehicle, the employee shall obtain documentation confirming auto liability coverage from a Risk Analyst or Administrative Assistant.

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## 16. Emergencies

If an employee is in a situation determined to constitute an emergency, the employee shall contact their, immediate supervisor.

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If an employee is not able to return to Grant PUD because of a work-related injury sustained while traveling on Grant PUD business, the employee must inform their, immediate supervisor and the supervisor shall contact Risk Management. If traveling out of the United States and Canada, refer to Section 15.

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## 17. Travel During a Pandemic

When traveling out-of-state on Grant PUD business during a pandemic, certain restrictions and requirements may apply. Prior to initiating travel, employees must contact the Safety Department to determine what restrictions and requirements apply in the state or country to which the employee is traveling. It is the employee's responsibility to abide by and adhere to the applicable state/country restrictions and requirements while traveling on Grant PUD business. Similarly, Washington State may have certain restrictions and requirements for travelers returning from out-of-state during a pandemic. It is the employee's responsibility to understand and follow all Washington State pandemic-related health and safety requirements upon returning from out-of-state business travel.

## 18. Not Allowable

Items that will not be reimbursed by Grant PUD include, but are not limited to:

A. Airline upgrades.

B. Business class or first-class flights.

C. Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities, and related incidental costs.

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- D. Promotional hosting.
- E. Valet services, unless there are no other parking options (explanation must be provided).
- F. Other expenses not directly related to the business travel.

**19. Documentation Requirements**

- A. Grant PUD credit card charges - all detailed original receipts from the vendor. Include a description of the expense if not self-explanatory.
- B. Lodging, air transportation, car rentals, fuel – all original receipts.
- C. Other – only if the individual expense exceeds \$75 (taxi, shuttle, bus, tolls, parking, etc.). Include a description of the expense if not self-explanatory.
- D. Names, affiliation, date and time, TA # if for someone else, including the business purpose.

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**20. Other**

- A. An SOE is required for all overnight travel. The original with Supervisor approval goes to Accounts Payable to obtain reimbursement or repay Grant PUD with any original receipts to document expenses that were not paid by a Grant PUD credit card. If expenses are included for other employees, their SOE must be attached also.
- B. TA numbers are required to be written down on the SOE and advance payments of registration fees and transportation costs.
- C. A copy of the SOE goes with the applicable original credit card receipts with each Pcard reconciliation and/or generic travel card used for the travel.
- D. If an advance was obtained, a copy of the SOE goes to the Advance Travel Custodian with any balance due to Grant PUD from the advance.

**21. Risks/Risk Owners**

- A. This policy, along with other control mechanisms, is intended to mitigate the following risks:
  - Authority Risk
  - Integrity Risk

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- Fraudulent compensation claims for travel expenses
  - Physical Security Risk:
    - Grant PUD insurance liability during travel
    - Grant PUD property damage during travel
  - Health & Safety Risk
  - Regulatory Risk
  - Reputation Risk
- B. Risk Owners:**
- Grant PUD supervisors
  - Grant PUD employees who travel for Grant PUD business and employees who assist in the administration of travel-related activities
  - Grant PUD employees who manage contractors that are responsible for following this policy

## 22. Review/Revision History

Date	Description
<u>v1 1/1/2001</u>	<u>New travel policy established via Resolution 7395</u>
<u>v2 6/4/2007</u>	<u>Revised advance travel section</u>
<u>v3 3/5/2012</u>	<u>Revision details unknown</u>
<u>v4 X/X/2022</u>	<u>Revised out of date references throughout, addressed travel expenses associated with Remote Work Sites</u>

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**FIN-AC-POL-100  
TRAVEL & EXPENSE REIMBURSEMENT POLICY**

**1. Scope**

This policy applies to all Grant PUD employees, including commissioners, conducting business for Grant PUD.

**2. Policy Statement**

It is the policy of Grant PUD to reimburse employees for reasonable and necessary expenses incurred in connection with the performance of Grant PUD business. Personal expenses and any costs related to entertainment are not reimbursable.

Employees seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.

**3. Responsibility**

It is the employee's responsibility to be familiar with the provisions of this policy, to incur reasonable and necessary expenses only, and to provide a prompt and proper accounting of all expenditures related to the travel. All employees except CXOs must have all expense reports reviewed and approved by their immediate supervisor, in writing, prior to processing for reimbursement.

**4. Travel Authorization**

Travel to destinations outside Grant PUD's Service Territory/Project must be documented by an approved Travel Authorization (TA) for each destination covered by the TA. In addition to authorizing the employee to travel, this documents the employee is covered by Grant PUD's travel life insurance. Each TA is created in advance of travel and logged into Grant PUD's Travel Database. Airline tickets, car rental, and hotel reservations should be arranged well in advance. Employees will not be reimbursed for personal prepayments of these expenses until the travel

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has occurred. Each employee traveling will have a unique TA log number, which must be written on all travel claims.

## 5. Statement of Expenses

All overnight travel will be documented by a Statement of Expense (SOE). The original approved SOE will be submitted to Accounts Payable to obtain reimbursement for out-of-pocket costs. If an employee has charged costs in excess of the reimbursable costs, the original statement will document the repayment to Grant PUD. A copy will be submitted with any Grant PUD credit card expenses and/or to advance travel if applicable.

## 6. Credit Cards

Credit cards are available for use by Grant PUD employees for business related travel expenses in accordance with RCW 42.24.115. Employees who have Grant PUD procurement cards (Pcard) are responsible for reconciling the monthly bank card statement and submitting the reconciliation statement and receipts to the administrator in accordance with Grant PUD's Pcard policies and procedures.

Grant PUD has generic travel cards issued to them for use by employees who travel infrequently. The employee will provide a copy of the SOE and all credit card receipts to the card administrator.

Misuse of any Grant PUD credit card can result in disciplinary action, up to and including revocation of authority, and may result in suspension or termination of employment.

## 7. Travel Advance

- A. Travel advances are available as allowed by RCW 42.24.120 and Grant PUD Resolution No. 4233. Travel advances should not be used in place of a Grant PUD credit card and are not allowed for travel within the United States.
- B. The request for a travel advance is included on the TA form. Requests should be submitted to the Advance Travel Custodian at least 3 working days before the start of travel and will not be released to the employee more than 5 working days prior to the start of travel.
- C. Travel advances should be limited to the per diem calculation plus 20% for unexpected items [(per diem rate) x (# days expected to

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be at the destination) x 1.2]. If the amount of funds derived from this calculation is determined to be insufficient, the employee's immediate supervisor may authorize an increased travel advance on a case-by-case basis.

- D. Travel advances must be accounted for and any unused funds repaid in accordance with Chapter 42.24 RCW. Submittal of the detailed SOE and repayment of any unused travel advance must be made on or before the 15th calendar day after travel is complete. If the employee's repayment check has insufficient funds or if the employee fails to submit repayment, Grant PUD may withhold any funds that become payable to the employee up to the amount of the advance and an interest rate of 10% per annum. Payroll will receive a withholding request from the Advance Travel Custodian on the pay period immediately following the NSF notice or lack of repayment for the amount due plus 10% interest. If a SOE is not submitted, the full value of the advance will be withheld. Upon submission of a properly completed and approved SOE, any difference will be issued through accounts payable.

## 8. Air Travel

- A. Airline tickets purchased will be the most economical available. If an employee decides to upgrade, they will be responsible for the additional cost.
- B. Employees are authorized to use any of the free benefits of a frequent flyer program as long as the employee has purchased their airline tickets in the most prudent and economical manner.
- C. Travel arrangements should be made as far in advance as possible to take advantage of the most economical rate. Discounts are generally available when tickets are purchased at least 14 days in advance. Every effort should be made to take advantage of excursion fares.
- D. If there are penalties associated with changing reservations, Grant PUD will pay for these provided Grant PUD required the change, the change results in offsetting cost savings, or the change was beyond the control of the employee. Penalties or cancellation charges incurred for any other reason will be the responsibility of the employee. This includes changes to get on an earlier flight. It will be the employee's responsibility to ensure unused non-refundable tickets are applied to future Grant PUD travel.

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- E. Itineraries or ticket receipts, which include the fare cost, shall be required to document the payment.

## 9. Lodging

Employees are expected to use judgment in the selection of hotels/motels and to utilize government rates, corporate, or lesser available rates when possible. Reimbursement will be made for actual lodging, including taxes, for the period the employee is away because of a travel assignment. Detailed receipts for hotel/motel accommodations shall be used to document the payment.

## 10. Meals/Meeting Refreshments

- A. Meal reimbursements are allowed as identified in the following sections. If travel begins/ends 1 ½ hours before/after the start of your normal business hours, you can include meal(s) as appropriate.

### 1) Overnight Travel-Outside of Grant PUD Service Territory/Projects

Employees will be paid a non-taxed per diem for meals when overnight travel is outside Grant PUD service territory/projects. Per diem will be based on the federal per diem rate for the location that the employee is staying overnight. The per diem will be pro-rated, based on the federal per diem meal breakdown, on the travel days that are shorter than a full day. When meals are provided as part of a meeting or conference, the per diem for that meal will not be paid. Exceptions may be approved by the immediate supervisor to meet individual employee dietary needs.

### 2) Day Travel - No Overnight Stay

Meals within Grant PUD Service Territory/Projects are not allowed with exception as noted below in Section 3

Employees will be paid a taxed per diem for meals for approved day travel outside of Grant PUD service territory/projects per IRS requirements. The per diem will be based on the federal per diem rate for the location of the travel. The per diem will be pro-rated, based on the federal per diem meal breakdown. A day travel SOE will be required, which will be reviewed by Accounts Payable. Payment of the meals will be included in the employee's paycheck.

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When meals are provided as part of a meeting or conference, the per diem for that meal will not be paid. Exceptions may be approved by the immediate supervisor to meet individual employee dietary needs.

### 3) Grant PUD-sponsored Business Meeting and In-House Training

The applicable Senior Manager or equivalent may approve reimbursement of actual cost of meals when included as part of a business meeting or training session. If authorized, the following shall be identified with the reimbursement claim:

- The names of the individual(s) for whom the meal expense was incurred;
- Their official title or capacity as it relates to Grant PUD business;
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## 11. Ground Transportation

- A. Employees will not be paid mileage or travel expenses to commute to their headquarters. This does not apply to elected officials (see RCW 54.12.080).
- B. Employees working at a Remote Work Site will not be paid mileage or travel expenses from their Remote Work Site to their Established Headquarters. If an employee is required to report to a job site other than their Established Headquarters, mileage will be paid for the lesser of the distance between the job site and their Established Headquarters or the job site and their Remote Work Site.
- C. When traveling on Grant PUD business under an approved TA, mileage will normally be paid for the lesser of the distance between the travel destination and the employee's headquarters or the travel destination and the employee's home or Remote Work Site. If travel occurs on a normally scheduled day off, reimbursement may be calculated from the employee's home.
- D. Grant PUD vehicles may be used when available in accordance with Grant PUD's Vehicle/Asset Usage Policy. Any expenses related to a Grant PUD vehicle should clearly identify the vehicle number and TA if not for overnight travel.
- E. Personal vehicle use will be reimbursed at the current IRS allowable rate. Changes in this rate will be posted on Grant PUD's intranet site. Carpooling should be used whenever feasible.
- F. Employees who claim mileage should be aware that their auto insurance company must be the primary insurer. It is the employee's responsibility to ensure their personal auto policies either do not exclude business use or explicitly list Grant PUD as "also insured". The employee is compensated for insurance costs through the mileage rate.
- G. Grant PUD uses intranet mileage sites (e.g., mapquest.com) to determine the reasonableness of mileage claimed based on the destinations on the TA. If your mileage is substantially different, include a brief explanation on the SOE such as "pass closed, used hwy 2."
- H. Shuttle, transit, and taxi costs will be reimbursed based on actual cost plus a reasonable tip if appropriate. When possible, employees should use the most economical method of travel.

<b>Effective Date:</b>	<b>Version:</b> v4 <b>Supersedes:</b> 3/5/2012	<b>Related Documents:</b> Procurement Card Program, Vehicle/Asset Usage Policy
 <h2 style="text-align: center;">DISTRICTWIDE POLICY</h2>		
<b>Approved by:</b> GM delegated to CFO	<b>Regulation:</b> RCW 42.24.120, RCW 42.24.115, RCW 42.24.140, RCW 42.24.150, Resolution 7395	
<b>Policy Owner:</b> AP Supervisor	<b>Policy Category:</b> Financial	

- I. Employees may claim mileage, local transportation, or use the rental car for nominal travel for meals, but any substantial travel must be paid for by the employee.
- J. The use of a rental car is permitted when it is in the interest of Grant PUD to do so. Prior approval from the applicable Senior Manager or equivalent through the TA is required.
  - 1) Actual cost will be reimbursed when the use of a rental car is necessary and **economically** beneficial to Grant PUD. The cost of parking and all related costs should be considered when determining **economy**.
  - 2) Insurance for U.S. & Canadian rentals are covered by Grant PUD's insurance policy and should not be purchased.
  - 3) Receipts for rental cars and gas shall be required to document the expense. Any personal expense shall be clearly identified and reduced from the cost.
  - 4) Optional costs such as frequent flyer miles and upgrades are not allowed. If fuel service and other options such as GPS are taken, there should be clear documentation to show they were reasonable and necessary.
  - 5) Personal usage of a rental car before, during, or after Grant PUD business travel **must** be covered by the employee, including rental cost, insurance coverage, and gasoline.

## 12. Spouse on Trip

If an employee chooses to have his/her spouse or other guest join them on an approved business trip, the additional expense incurred is personal. Grant PUD will reimburse expenses to the extent that it would have incurred for the employee alone only, i.e., the single rate for a hotel room.

## 13. Share the Savings

Employees may be willing to develop travel plans that are less costly to Grant PUD. With approval, the employee will be reimbursed for actual costs as identified in this procedure in addition to half the savings between a conventional and unconventional trip. For example, an employee who chooses to stay at a private residence would be reimbursed at half the rate of a hotel less any additional costs incurred such as rental car or mileage.

<b>Effective Date:</b>	<b>Version:</b> v4 <b>Supersedes:</b> 3/5/2012	<b>Related Documents:</b> Procurement Card Program, Vehicle/Asset Usage Policy
		<b>DISTRICTWIDE POLICY</b>
<b>Approved by:</b> GM delegated to CFO	<b>Regulation:</b> RCW 42.24.120, RCW 42.24.115, RCW 42.24.140, RCW 42.24.150, Resolution 7395	
<b>Policy Owner:</b> AP Supervisor	<b>Policy Category:</b> Financial	

The share the savings amount will be taxable income to the employee and will be no more than the amount approved.

#### 14. Other Expenses

- A. Reasonable laundry services will be allowed for employees when domestic travel exceeds 7 days or when a domestic trip is unexpectedly extended; foreign travel per diem includes allowance for laundry expenditures.
- B. Reimbursement will be allowed for documentation required for international travel (passport, visa, etc.).
- C. Miscellaneous services (taxi, shuttle, bus, tolls, laundry, parking, etc.) under \$75 do not require a receipt, but one is preferred.

#### 15. International Travel

- A. Employees traveling outside the United States will be covered under an insurance policy provided through Grant PUD which includes commercial general liability, hired auto liability and physical damage, accidental death/dismemberment, special coverage, and emergency assistance coverage.
- B. As a benefit associated with ongoing employment with Grant PUD, Grant PUD may reimburse the employee for personal property losses that can be documented. Claims must be documented to the satisfaction of Grant PUD or they will be denied. This amount is taxable to the employee and will be reimbursed in the pay period following approval.
- C. Employees traveling outside of the United States and Canada should request and carry a current international travel assistance identification card, which includes directions for obtaining medical, legal, evacuation, lost document recovery, and interpreter assistance during international travel. Cards are available from Administrative Assistants or a Risk Analyst.
- D. Prior to departure for international travel, it is recommended that employees refer to the U.S. Department of State Current Travel Warnings and Public Announcements at: <http://travel.state.gov/travel>. For Grant PUD travel to countries declared by the State Department as not suited for travel, approval by the General Manager is required.

<b>Effective Date:</b>	<b>Version:</b> v4 <b>Supersedes:</b> 3/5/2012	<b>Related Documents:</b> Procurement Card Program, Vehicle/Asset Usage Policy
		<b>DISTRICTWIDE POLICY</b>
<b>Approved by:</b> GM delegated to CFO	<b>Regulation:</b> RCW 42.24.120, RCW 42.24.115, RCW 42.24.140, RCW 42.24.150, Resolution 7395	
<b>Policy Owner:</b> AP Supervisor	<b>Policy Category:</b> Financial	

- E. Insurance for international rentals should only be purchased if required by the laws governing the location where the rental occurs. Foreign auto liability is included in Grant PUD’s insurance policy. If international travel will include the rental of a vehicle, the employee shall obtain documentation confirming auto liability coverage from a Risk Analyst or Administrative Assistant.

## 16. Emergencies

If an employee is in a situation determined to constitute an emergency, the employee shall contact their immediate supervisor.

If an employee is not able to return to Grant PUD because of a work-related injury sustained while traveling on Grant PUD business, the employee must inform their immediate supervisor and the supervisor shall contact Risk Management. If traveling out of the United States and Canada, refer to Section 15.

## 17. Travel During a Pandemic

When traveling out-of-state on Grant PUD business during a pandemic, certain restrictions and requirements may apply. Prior to initiating travel, employees must contact the Safety Department to determine what restrictions and requirements apply in the state or country to which the employee is traveling. It is the employee’s responsibility to abide by and adhere to the applicable state/country restrictions and requirements while traveling on Grant PUD business. Similarly, Washington State may have certain restrictions and requirements for travelers returning from out-of-state during a pandemic. It is the employee’s responsibility to understand and follow all Washington State pandemic-related health and safety requirements upon returning from out-of-state business travel.

## 18. Not Allowable

Items that will not be reimbursed by Grant PUD include, but are not limited to:

- A. Airline upgrades.
- B. Business class or first-class flights.
- C. Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities, and related incidental costs.

<b>Effective Date:</b>	<b>Version:</b> v4 <b>Supersedes:</b> 3/5/2012	<b>Related Documents:</b> Procurement Card Program, Vehicle/Asset Usage Policy
		<b>DISTRICTWIDE POLICY</b>
<b>Approved by:</b> GM delegated to CFO	<b>Regulation:</b> RCW 42.24.120, RCW 42.24.115, RCW 42.24.140, RCW 42.24.150, Resolution 7395	
<b>Policy Owner:</b> AP Supervisor	<b>Policy Category:</b> Financial	

- D. Promotional hosting.
- E. Valet services, unless there are no other parking options (explanation must be provided).
- F. Other expenses not directly related to the business travel.

## 19. Documentation Requirements

- A. Grant PUD credit card charges - all detailed original receipts from the vendor. Include a description of the expense if not self-explanatory.
- B. Lodging, air transportation, car rentals, fuel – all original receipts.
- C. Other – only if the individual expense exceeds \$75 (taxi, shuttle, bus, tolls, parking, etc.). Include a description of the expense if not self-explanatory.
- D. Names, affiliation, date and time, TA # if for someone else, including the business purpose.

## 20. Other

- A. An SOE is required for all overnight travel. The original with Supervisor approval goes to Accounts Payable to obtain reimbursement or repay Grant PUD with any original receipts to document expenses that were not paid by a Grant PUD credit card. If expenses are included for other employees, their SOE must be attached also.
- B. TA numbers are required to be written down on the SOE and advance payments of registration fees and transportation costs.
- C. A copy of the SOE goes with the applicable original credit card receipts with each Pcard reconciliation and/or generic travel card used for the travel.
- D. If an advance was obtained, a copy of the SOE goes to the Advance Travel Custodian with any balance due to Grant PUD from the advance.

## 21. Risks/Risk Owners

- A. This policy, along with other control mechanisms, is intended to mitigate the following risks:
  - Authority Risk
  - Integrity Risk

<b>Effective Date:</b>	<b>Version:</b> v4 <b>Supersedes:</b> 3/5/2012	<b>Related Documents:</b> Procurement Card Program, Vehicle/Asset Usage Policy
		<b>DISTRICTWIDE POLICY</b>
<b>Approved by:</b> GM delegated to CFO	<b>Regulation:</b> RCW 42.24.120, RCW 42.24.115, RCW 42.24.140, RCW 42.24.150, Resolution 7395	
<b>Policy Owner:</b> AP Supervisor	<b>Policy Category:</b> Financial	

- Fraudulent compensation claims for travel expenses
- Physical Security Risk:
  - Grant PUD insurance liability during travel
  - Grant PUD property damage during travel
- Health & Safety Risk
- Regulatory Risk
- Reputation Risk

B. Risk Owners:

- Grant PUD supervisors
- Grant PUD employees who travel for Grant PUD business and employees who assist in the administration of travel-related activities
- Grant PUD employees who manage contractors that are responsible for following this policy

## 22. Review/Revision History

Date	Description
v1 1/1/2001	New travel policy established via Resolution 7395
v2 6/4/2007	Revised advance travel section
v3 3/5/2012	Revision details unknown
v4 X/X/2022	Revised out of date references throughout, addressed travel expenses associated with Remote Work Sites



YOU'RE INVITED

# BEVERLY BRIDGE DEDICATION CEREMONY

*Bridging cultures and  
communities*

**Friday, April 8 | 1 p.m.**  
Huntzinger Trailhead  
Kittitas County, WA

Ceremony location is a half-mile walk from trailhead.  
Transportation available for those who need it.



**New Contract Requests - February 2022**

Grant Contract Number	Counterparty	Contract Title	Estimated Contract Value	Date Submitted To Procurement	District Representative	Procurement Officer	Contract Record Type
430-11296	TBD	Carlton Acclimation Facility Well Development	\$ 2,300,000.00	2/3/2022	Deanne Pavlik-Kunkel	Rebecca Diaz	Labor (Bid)
260-11350	Washington State Department of Fish and Wildlife	Non-Tracked WDFW OLAFT Multi-year Facilities Use Agreement 2022-2024	\$ (12,890.00)	2/3/2022	Rolland O'Connor	Cindy Inch	Services (Non Bid)
430-11362	TBD	Grand Coulee Local Office Improvements	\$ 100,000.00	2/7/2022	Tim Fleisher	Nicona Butler	Labor (Bid)
430-11377	TBD	General Professional Engineering Services	\$ 500,000.00	2/7/2022	Dale Campbell	Lori Englehart-Jewell	Professional Services
430-11380	TBD	Construction Management and Construction Inspection Services	\$ 5,000,000.00	2/9/2022	Dale Campbell	Lori Englehart-Jewell	Professional Services
430-11363	TBD	Payment Kiosk Security Door Grilles Installation	\$ 163,200.00	2/15/2022	Maria Wren	Nicona Butler	Labor (Bid)
470-11379	TBD	Purchase of Battery Maintenance Trailers	\$ 300,000.00	2/15/2022	Brian Barrows	Nicona Butler	Material (Bid)
430-11381	TBD	DISTRICT WIDE JANITORIAL CONTRACT	\$ 3,060,000.00	2/16/2022	Lori Thorpe	Nicona Butler	Services (Bid)
130-11385	TBD	Ephrata Service Center Stormwater Improvements	\$ 50,000.00	2/16/2022	Nick Bare	Nicona Butler	Labor (Bid)
330-11366	TBD	Wanapum Left Embankment Internal Erosion Evaluation	\$ 15,000,000.00	2/17/2022	Zach Ruby	Kristin Fleisher	Professional Services
430-11383	TMG Consulting	TMG Monitoring	\$ 64,600.00	2/18/2022	Paula Alley	Kristin Fleisher	Professional Services
230-11319	TBD	Priest Rapids & Wanapum Maintenance Center Domestic Water Tank Maintenance	\$ 950,000.00	2/22/2022	Nick Bare	Nicona Butler	Labor (Bid)
430-11076	World Wide Technology, LLC	Data Center Network Modernization	\$ 80,000.00	2/24/2022	Kendall Zaugg	Kristin Fleisher	Professional Services
130-11368	TBD	New District Facilities for Power Delivery	\$ 20,000,000.00	2/25/2022	Tim Fleisher	Nicona Butler	Professional Services

**Contracts Executed - February 2022**

Grant Contract Number	Counterparty	Contract Title	Awarded Contract Price	Contract Executed Date	Completion Date	District Representative	Procurement Officer
430-11162	MacKay and Sposito, Inc.	Engineering Services for License Implementation and Recreation	\$ 250,000.00	1/31/2022	12/31/2024	Jerri Mickle	Cindy Inch
140-4207	United States of America - Bureau of Reclamation	Reserved Power Delivery Agreement		2/2/2022	12/31/2031	Rodney Noteboom	Leah Mauceri
430-11347	IVOXY Consulting, Inc.	VMware ELA	\$ 652,776.00	2/3/2022	2/3/2025	Matt Johnson	Kristin Fleisher
470-11320	Coleman Oil Co. LLC	Supply Fuel for District Facilities and Crescent Bar Recreation 2022	\$ 850,000.00	2/7/2022	12/31/2022	Brian Barrows	Nicona Butler
430-11101	Confederated Tribes and Bands of the Yakama Nation	Nason Creek smolt monitoring	\$ 234,349.87	2/8/2022	2/28/2025	Rolland O'Connor	Cindy Inch
430-11102	Confederated Tribes and Bands of the Yakama Nation	White River smolt monitoring	\$ 277,964.31	2/8/2022	2/28/2025	Rolland O'Connor	Cindy Inch
130-11080R	Basin Tree and Pest Service	Distribution Line Tree Trimming and Removal Services to December 31, 2022	\$ 2,460,400.00	2/23/2022	12/31/2022	William Coe	Patrick Bishop

**Change Orders - February 2022**

Grant Contract Number	Change Order Number	Cost Change	Current Contract Value	Counterparty	Contract Title	Description of Change	Approval Level	Completion Date	Contract Executed Date	Procurement Officer
430-10804	1	\$ -	\$ 4,000,000.00	Star Protection Agency, LLC	Professional Security and Security Patrol Services	Remove Assistant Account Manager position, add a second District Security Operation Center (DSOC) guard position and replace Appendix "A", Rate Schedule.	4 - Senior Manager/Plant Manager	7/2/2024	2/1/2022	Guy Wanner
430-11083	1	\$ -	\$ 7,929,525.00	Central Washington Management Group LLC	Crescent Bar Recreation Area Operations & Maintenance	Replace A., add E in GC-12 and add Exhibit"1", Rate Sheet for Years 2022-2026.	3 - Department Manager	12/31/2026	2/7/2022	Cindy Inch
330-10364	5	\$ 50,000.00	\$ 615,900.28	Bridge Diagnostics, Inc.	Wanapum Dam Spillway Gates Strain Gaging (Gates 2,3,4,9,10,11,12)	Increase Contract Price to include cost of repairs to Gate 6 and Crack Mapping	3 - Department Manager	6/30/2022	2/8/2022	Rebecca Diaz
230-11179	1	\$ -	\$ 146,594.00	Whitebird, Inc.	Priest Rapids Maintenance Center Warehouse Repairs	Extend the Contract Completion Date.	3 - Department Manager	3/8/2022	2/8/2022	Nicona Butler
230-10956	3	\$ 194,125.00	\$ 350,125.00	Bridge Diagnostics, Inc.	PRD Trunnon Anchor UT Services	Increase Contract Price to allow for additional rod testing and increase Excess Liability to \$5m	5 - Managing Director	6/30/2023	2/14/2022	Rebecca Diaz
470-10857	2	\$ -	\$ 850,000.00	Coleman Oil Co. LLC	Supply Fuel for District Facilities and Crescent Bar Recreation 2021	Extend the Contract Completion Date. After the Fact CO.	6 - Executive Management (GM/CCO/CFO/COO/Atty)	2/7/2022	2/15/2022	Nicona Butler
430-10756	1	\$ 22,953.00	\$ 230,654.00	McKinstry Essention/Washington State Department of Enterprise Services	District Facilities Energy Improvements Ephrata Headquarters Remodel	Increase the Contract Price to compensate Contractor for work performed, prior to canceling the Project.	3 - Department Manager	2/28/2022	2/18/2022	Nicona Butler
430-10232	2	\$ 21,929.00	\$ 951,172.00	McKinstry Essention/Washington State Department of Enterprise Services	District Facilities Energy Improvements	Increase the Contract Price to compensate Contractor for work performed, prior to canceling the Project.	3 - Department Manager	2/28/2022	2/18/2022	Nicona Butler
430-09818	5	\$ 90,000.00	\$ 340,000.00	Ergonare, Inc.	Maximo Consulting Services	Increase Contract Price and extend Contract completion date.	4 - Senior Manager/Plant Manager	12/31/2022	2/22/2022	Kristin Fleisher
430-08051	13	\$ 218,102.85	\$ 1,928,895.44	ADT Commercial, LLC	Electronic Access Control and Video Management Systems	Increase Contract Price for the installation of the Genetec access control system at the Grand Coulee Local Office and the Ephrata Service Center facilities, the purchase of the spare parts inventory, and compensate Contractor for previously authorized work.	7 - Commission	6/30/2022	2/23/2022	Guy Wanner
130-4064	6	\$ 17,915.00	\$ 1,568,753.00	GE/Alstom Grid, LLC	Annual Energy Management System (EMS) License and Maintenance Renewal	Increase the quantity of points, from 17,000 to 20,000 points for the SCADA licensing (e-terrascada).	3 - Department Manager	8/31/2022	2/23/2022	Nicona Butler
430-10625	2	\$ 31,284.00	\$ 104,684.00	Canary Systems, Inc.	Canary Dam Safety Monitoring	Increase Contract Price.	3 - Department Manager	12/31/2023	2/28/2022	Kristin Fleisher
170-06845	2	\$ -	\$ 2,853,643.87	Mitsubishi Electric Power Products, Inc.	Supplying 115kV and 230kV High Voltage SF6 Circuit Breaker(s)	For Purchase Order 170-06845-3P only, remove the liquidated damages provisions of Section SR-3.D.	4 - Senior Manager/Plant Manager	12/31/2022	2/28/2022	Patrick Bishop

**Change Orders - February 2022**

Grant Contract Number	Change Order Number	Cost Change	Current Contract Value	Counterparty	Contract Title	Description of Change	Approval Level	Completion Date	Contract Executed Date	Procurement Officer
130-11057R-2	4	\$ 3,254.20	\$ 120,507.20	J.M. Pacific Construction, Inc.	Ephrata Headquarters Pedestrian Crosswalk Replacement Ephrata Headquarters Pedestrian Crosswalk Replacement	Increase the Contract Price to switch out and update relay switches and LED lights to allow the Crosswalk system to function as designed. Extend the Contract Completion Date.	3 - Department Manager	3/18/2022	2/28/2022	Niconia Butler
130-09331HR	2	\$ -	\$ 16,628,039.00	Potelco, Inc.	Dock Crew 2019-2021	Extend the Contract Completion Date.	4 - Senior Manager/Plant Manager	3/31/2022	2/28/2022	Patrick Bishop
130-4051B	2	\$ -	\$ 7,200,000.00	POWER Engineers, Inc.	Professional Engineering Services through 2021	Extend the Contract completion date.	4 - Senior Manager/Plant Manager	3/31/2022	2/28/2022	Patrick Bishop

**Contracts Closed - February 2022**

Grant Contract Number	Counterparty	Contract Title	Current Contract Value	Closeout Date	District Representative	Procurement Officer
130-09908	ISSquared, Inc.	Substation Firewall Implementation	\$ 87,650.00	2/1/2022	Kyle Hussey	Kristin Fleisher
430-3830	Confederated Tribes and Bands of the Yakama Nation	White Sturgeon Juvenile Supplementation Program, Aquaculture Support	\$ 720,017.35	2/7/2022	Mike Clement	Cindy Inch
430-10050	D. Rohr and Associates, Inc.	PRP License Implementation Committee Facilitation and External Affairs Services	\$ 336,000.00	2/7/2022	Andrew Munro	Cindy Inch
430-09441	ISSquared, Inc.	Multi-Year Firewall Implementation Professional Services	\$ 82,500.00	2/8/2022	Kyle Hussey	Kristin Fleisher
430-3378	BioAnalysts Incorporated	Facilitation Services for Various Work Groups	\$ 527,060.57	2/9/2022	Tom Dresser	Cindy Inch
430-08961	BioAnalysts Incorporated	PRCC Hatchery Subcommittee Facilitation	\$ 114,000.00	2/9/2022	Deanne Pavlik-Kunkel	Cindy Inch
430-10088	Washington 2 Advocates LLC	External Affairs Professional Services	\$ 182,000.00	2/10/2022	Andrew Munro	Cindy Inch
430-10353	Washington State Department of Fish and Wildlife	Hatchery Programs Genetic Assessment	\$ 75,137.40	2/10/2022	Todd Pearsons	Cindy Inch
430-11124	McKinsey and Company, Inc. Washington D.C.	Organizational Health Index, Deployment and Report-Out	\$ 70,000.00	2/10/2022	Scott Sundberg	Guy Wanner
430-4312	Public Sector Personnel Consultants	Compensation Consultant to Review District's Compensation Structure	\$ 120,000.00	2/15/2022	Darla Stevens	Rebecca Diaz
430-3497	Blue Leaf Environmental, Inc.	Pacific Lamprey Management Plan Research Activities	\$ 1,771,798.06	2/15/2022	Mike Clement	Cindy Inch
430-08667	Public Utility District No. 1 of Douglas County, Washington	Not Tracked 2018 Douglas-Grant Lamprey Collection	\$ (40,000.00)	2/15/2022	Mike Clement	Cindy Inch
430-08987	Anchor QEA, LLC	PRCC HSC Note-taking Services	\$ 124,815.00	2/17/2022	Tom Dresser	Cindy Inch
430-09384	ISOsource	Technology Consulting Services	\$ 125,000.00	2/17/2022	Sam Lamb	Kristin Fleisher
230-10945S	Knight Construction and Supply, Inc.	Priest Rapids Unit P-5 and P-4 Draft Tube Drain and Spiral Case Drain Pipe Replacement	\$ 123,469.00	2/22/2022	Casey Holter	Rebecca Diaz
430-11010	Henley Leadership Group	Executive Team Professional Leadership and Development Services	\$ 34,250.00	2/24/2022	Kevin Nordt	Cindy Inch

March 7, 2022

Mr. Chet Perry / Mr. Jim Schroeder  
PacifiCorp

Ms. Ruth Burris  
Portland General Electric

Mr. Jonathan Hart  
Eugene Water & Electric

Mr. Paul Downey / Mr. Keith Hormann  
City of Forest Grove

Mr. Zac Yanez  
Puget Sound Energy, Inc.

Mr. Matt Boast  
Kittitas County PUD

Mr. Rick Applegate  
Tacoma Power

Ms. Jaime Phillips  
McMinnville Water & Light

Mr. Eric Espenhorst  
City of Seattle, City Light Dept.

Mr. Mike Watkins  
City of Milton-Freewater

Mr. Kevin Holland  
Avista Corp.

Mr. Chris Velat  
Cowlitz PUD

Subject: Priest Rapids Project Highlights for February

**UNIT STATUS:** Unit availability for the projects is as follows:

**Wanapum Generator Operations/Turbine Restoration:**

W-1, 2, 4, 5, 6, 7, 8, 9, 10: Operational.

W-03 was removed from service January 3, 2022, for unit overhaul. W-03 is scheduled to return to service April 7, 2022.

**Priest Rapids Generator Operations/Turbine Restoration:**

P-1, 2, 3, 5, 6, 7, 8, 9, 10: Operational.

P-04 was removed from service November 16, 2020, for turbine/generator rehabilitation and governor replacement. P-04 is scheduled to return to service June 30, 2022.

Substation 1 was removed from service February 7, 2022, for bus shielding installation. Substation 1 returned to service February 8, 2022.

Priest Rapids Project Highlights  
March 7, 2022

**GENERATION STATUS REPORTS:** February Generation Reports are attached for your information and use.

**ELECTRIC SERVICE INTERRUPTION REPORTS:** February Electric Service Interruption Reports are attached for your information and use.

The regular monthly meeting of the Grant County P.U.D. Power Purchasers' Advisory Committee will be held on Wednesday, March 16<sup>th</sup> at 10:00 a.m. via Webex.

The District representative is Phillip Law. Phillip's telephone number is: 509-754-5090.

Sincerely,

*Dale Campbell*

Dale Campbell, P.E.  
Senior Manager of Power Production Engineering

DC:cec

Attachments

C:	HED Main Files 1.1.1.2	Dale Campbell
	Tom Flint	Phillip Law
	Larry Schaapman	Bonnie Overfield
	Judy Wilson	Ty Ehrman
	Nelson Cox	Shane Lee
	Terry Pyle	Ben Pearson
	Chief Operator/Wanapum	Chief Operator/Priest Rapids

# Wanapum

## Public Utility District of Grant County, Ephrata, Washington MONTHLY REPORT OF POWER OPERATIONS

**February 2022**

Installed Capacity (A)	1,120,000	kW	Hours Plant Operated:	672	
Gross Generation (B)	519,668,100	kWH	Plant Use	653,300	kWH
Max. Hourly Generation (C)	954,900	kWH	Net Generation	519,014,800	kWH
Time of Max. Hourly Gen.	02/16/2022 0000		Water for Generation (D)	7,504,090	A.F.
Plant Factor	69.05%		Water Bypassed (E)	90,570	A.F.
Utilization Factor	85.26%		Water for Fish (F)	72,240	A.F.
Water Factor:	97.88%		Average Hydraulic Head:	78.1	Feet

### UNIT SERVICE RECORD

Unit No	Monthly Gen. (mWH)	Hrs. Operation	Hrs Down For Maint.	Availability Factor (G)	Nature of Maintenance
W-1	58,349	672.00	0.00	1.00	
W-2	58,423	672.00	0.00	1.00	
W-3	0	0.00	672.00	0.00	For unit overhaul.
W-4	57,759	672.00	0.00	1.00	
W-5	56,216	657.80	9.78	0.99	Transformer C Bushing Oil, W-5 & W-6 Slip Ring Maintenance
W-6	56,695	662.07	9.88	0.99	Transformer C Bushing Oil, W-5 & W-6 Slip Ring Maintenance
W-7	58,012	672.00	0.00	1.00	
W-8	58,534	672.00	0.00	1.00	
W-9	58,023	672.00	0.00	1.00	
W-10	57,658	670.70	0.00	1.00	

(G) Availability Factor =  $\frac{\text{Hours in Month} - \text{Hours Down for Maint.}}{\text{Hours in Month}}$

$$\text{Plant Factor} = \frac{(B) * 100}{(A) * \text{Hours in Month}}$$

$$\text{Utilization Factor} = \frac{(C)}{(A)} * 100$$

$$\text{Water Factor} = \frac{(D)}{(D) + (E) + (F)} * 100$$

# Plant Service Interruptions

Plant: WANAPUM

February, 2022

Date	Time	Duration		Unit	Circuit Breaker Tripped	Relays Operated		Remarks
		Month	Total			Type	Cause	
02/01/2022	0000	672:00	1361:56	W-3	W-332	MAN	11	For unit overhaul.
02/14/2022	0605	9:53	9:53	W-6	W-632	MAN	11	Transformer C Bushing Oil, W-5 & W-6 Slip Ring Maintenance
02/14/2022	0611	9:47	9:47	W-5	W-532	MAN	11	Transformer C Bushing Oil, W-5 & W-6 Slip Ring Maintenance

Relay Types: MAN - Manual OC - Overcurrent DIFF - Differential FREQ - Frequency GRD - Ground V - Voltage THER - Thermal TRIP - 86E Trip OTH - Other

Causes: 1 Lightning 2 All other weather 3 Trees, etc. into line 4 Malicious damage 5 Line down 6 Defective equipment 7 Inadequate system 8 Trouble on another system 9 Operation error 10 Relay error 12 Cause unknown 11 Prearranged outage 13 Computer control 14 Other

**WANAPUM POWERPLANT GENERATION SUMMARY  
FEBRUARY 2022**

UNIT	GENERATION (MWH)			MAINTENANCE HOURS	
	100% RATED INSTALLED CAPACITY	CURRENT	YTD	CURRENT	YTD
W-1	112.00	58,349	128,617	0.00	0.00
W-2	112.00	58,423	128,725	0.00	0.00
W-3	112.00	0	4,717	672.00 (A)	1,361.93
W-4	112.00	57,759	104,956	0.00	221.70
W-5	112.00	56,216	125,260	9.78 (B)	9.78
W-6	112.00	56,695	125,988	9.88 (B)	9.88
W-7	112.00	58,012	127,736	0.00	0.00
W-8	112.00	58,534	128,841	0.00	0.00
W-9	112.00	58,023	121,523	0.00	59.32
W-10	112.00	57,658	127,126	0.00	0.00
<b>PROJECT TOTAL</b>	<b>1120.00</b>	<b>519,669</b>	<b>1,123,489</b>	<b>691.66</b>	<b>1,662.61</b>
<b>PLANT USE:</b>		<b>653</b>	<b>1,391</b>		
<b>NET GENERATION:</b>		<b>519,016</b>	<b>1,122,099</b>		

**PLANT RATING CURVE CAPACITY BASED ON 40 YR WATER**

996,910

(A) Unit overhaul

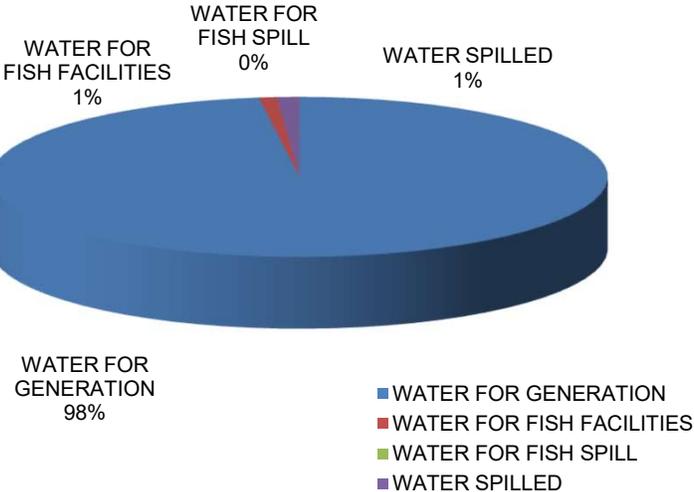
(B) Transformer C bushing oil, W-05 and W-06 slip ring maintenance

**WANAPUM POWERPLANT  
WATER UTILIZATION  
FEBRUARY 2022**

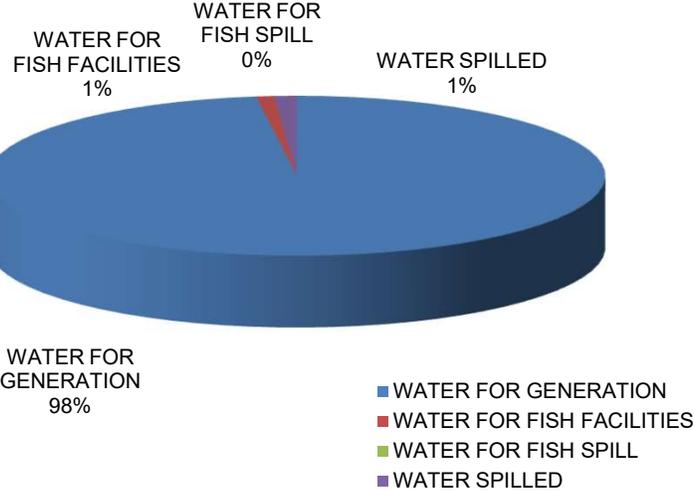
	WATER UTILIZED (ACRE FEET)	EQUIVALENT ENERGY (MWH)
TOTAL RIVER FLOW	7,666,900	530,942,907
WATER FOR GENERATION	7,504,090	519,668,100
WATER FOR FISH FACILITIES	72,240	5,002,715
WATER FOR FISH SPILL	0	0
WATER SPILLED	90,570	6,272,092

# Wanapum Water Utilization Report February 2022

## MONTHLY WATER USAGE



## YEAR TO DATE WATER USAGE



# Priest Rapids

## Public Utility District of Grant County, Ephrata, Washington MONTHLY REPORT OF POWER OPERATIONS

February 2022

Installed Capacity (A)	950,000	kW	Hours Plant Operated:	672	
Gross Generation (B)	474,245,900	kWH	Plant Use	614,200	kWH
Max. Hourly Generation (C)	822,100	kWH	Net Generation	473,631,700	kWH
Time of Max. Hourly Gen.	02/05/2022 1200		Water for Generation (D)	7,221,210	A.F.
Plant Factor	74.29%		Water Bypassed (E)	260,960	A.F.
Utilization Factor	86.54%		Water for Fish (F)	20,080	A.F.
Water Factor:	96.25%		Average Hydraulic Head:	75.7	Feet

### UNIT SERVICE RECORD

Unit No	Monthly Gen. (mWH)	Hrs. Operation	Hrs Down For Maint.	Availability Factor (G)	Nature of Maintenance
P-1	51,816	614.67	39.72	0.94	- Install Bus Shielding in Substation 1 Pulling LSE 3 Bulkheads
P-2	50,658	626.20	39.80	0.94	- Install Bus Shielding in Substation 1 Pulling LSE 3 Bulkheads
P-3	50,858	637.20	34.65	0.95	- Install Bus Shielding in Substation 1
P-4	0	0.00	672.00	0.00	Unit Upgrade
P-5	54,199	672.00	0.00	1.00	
P-6	54,079	672.00	0.00	1.00	
P-7	53,962	670.93	0.00	1.00	
P-8	53,469	654.03	0.00	1.00	
P-9	52,203	641.83	7.65	0.99	Removing bulkheads from LSE4 and FAWP5
P-10	53,002	657.52	7.55	0.99	Removing bulkheads from LSE4 and FAWP5

(G) Availability Factor =  $\frac{\text{Hours in Month} - \text{Hours Down for Maint.}}{\text{Hours in Month}}$

$$\text{Plant Factor} = \frac{(B) * 100}{(A) * \text{Hours in Month}}$$

$$\text{Utilization Factor} = \frac{(C)}{(A)} * 100$$

$$\text{Water Factor} = \frac{(D)}{(D) + (E) + (F)} * 100$$

# Plant Service Interruptions

Plant: PRIEST  
RAPIDS

February, 2022

Date	Time	Duration		Unit	Circuit Breaker Tripped	Relays Operated		Remarks
		Month	Total			Type	Cause	
02/01/2022	0000	672:00	11273:47	P-4	432	OTH	11	Unit Upgrade
02/07/2022	0619	34:39	34:39	P-3	332	MAN	11	- Install Bus Shielding in Substation 1
02/07/2022	0619	34:39	34:39	P-1	132	MAN	11	- Install Bus Shielding in Substation 1
02/07/2022	0619	34:39	34:39	P-2	232	MAN	11	- Install Bus Shielding in Substation 1
02/22/2022	0616	5:09	5:09	P-2	232	MAN	11	Pulling LSE 3 Bulkheads
02/22/2022	0621	5:04	5:04	P-1	132	MAN	11	Pulling LSE 3 Bulkheads
02/23/2022	0626	7:39	7:39	P-9	932	MAN	11	Removing bulkheads from LSE4 and FAWP5
02/23/2022	0632	7:33	7:33	P-10	1032	MAN	11	Removing bulkheads from LSE4 and FAWP5

Relay Types: MAN - Manual OC - Overcurrent DIFF - Differential FREQ - Frequency GRD - Ground V - Voltage THER - Thermal TRIP - 86E Trip OTH - Other

Causes: 1 Lightning 2 All other weather 3 Trees, etc. into line 4 Malicious damage 5 Line down 6 Defective equipment 7 Inadequate system 8 Trouble on another system 9 Operation error 10 Relay error 12 Cause unknown 11 Prearranged outage 13 Computer control 14 Other

**PRIEST RAPIDS POWERPLANT GENERATION SUMMARY  
FEBRUARY 2022**

UNIT	GENERATION (MWH)			MAINTENANCE HOURS	
	100% RATED INSTALLED CAPACITY	CURRENT	YTD	CURRENT	YTD
P-1	95.00	51,816	113,786	39.72 (A)	39.72
P-2	95.00	50,658	110,131	39.80 (A)	39.80
P-3	95.00	50,858	109,668	34.65 (A)	34.65
P-4	95.00	0	0	672.00 (B)	1,416.00
P-5	95.00	54,199	113,213	0.00	0.00
P-6	95.00	54,079	113,143	0.00	0.00
P-7	95.00	53,962	112,845	0.00	0.00
P-8	95.00	53,469	109,413	0.00	39.87
P-9	95.00	52,203	110,392	7.65 (C)	7.65
P-10	95.00	53,002	111,767	7.65 (C)	7.65
<b>PROJECT TOTAL</b>	<b>950.00</b>	<b>474,246</b>	<b>1,004,358</b>	<b>801.47</b>	<b>1,585.34</b>
<b>PLANT USE:</b>		<b>614</b>	<b>1,383</b>		
<b>NET GENERATION:</b>		<b>473,632</b>	<b>1,002,975</b>		

**PLANT RATING CURVE CAPACITY BASED ON 40 YR WATER**

912,300

(A) Substation 1 install bus shielding and pulling bulkheads

(B) Turbine/generator rehabilitation

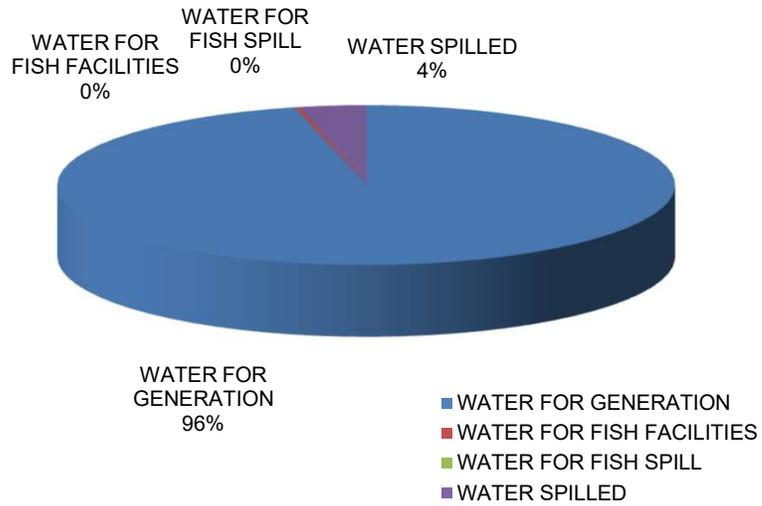
(C) Removing bulkheads

**PRIEST RAPIDS POWERPLANT  
WATER UTILIZATION  
FEBRUARY 2022**

	WATER UTILIZED (ACRE FEET)	EQUIVALENT ENERGY (MWH)
TOTAL RIVER FLOW	7,502,250	492,703
WATER FOR GENERATION	7,221,210	474,246
WATER FOR FISH FACILITIES	20,080	1,319
WATER FOR FISH SPILL	0	0
WATER SPILLED	260,960	17,138

# PRIEST RAPIDS WATER UTILIZATION REPORT FEBRUARY 2022

## MONTHLY WATER USAGE



## YEAR TO DATE WATER USAGE

