

1. Introduction

This document provides guidelines for members of the ISO Board of Governors incurring business travel expenses on behalf of the California Independent System Operator (“CAISO”).

CAISO will reimburse the actual costs of travel, meals, lodging, and other expenses as set forth in these guidelines. Expense submittals that are outside the scope of these guidelines will be submitted to the Chair of the Board for decision.

2. Air Travel

a. Airline Class of Service - Domestic & International

- i. All Domestic air travel will be reimbursable at coach class rates and at the fourteen-day advance purchase rate, providing enough time exists for such advance purchase.
 - ii. Governors may be reimbursed business class or Economy Plus when the total flight time exceeds 6 hours for any combination of flights within a 10-hour period.
- b. Governors will not be responsible for air fee charges incurred due to itinerary changes in connection with CAISO business.

3. Rental Car

a. Rental Car Class/Upgrades:

Under normal circumstances, Governors should utilize a Mid-Size/Intermediate size vehicle. Governors may book a class of service higher than a Mid-Size/Intermediate size vehicle:

- i. When the upgrade is at no cost to CAISO and/or
 - ii. When 3 or more people are traveling together and/or
 - iii. When the contract vehicle is not available from all vendors at that location.
- b. **Rental Car Insurance:** Governors will be reimbursed for Rental Car Insurance coverage.
- c. **Upgrades For Rental Car Class:**
CAISO will not reimburse Governors for rental car upgrades as follows:
- i. Rental Car add ons (phone, towing package, etc.)
 - ii. Any upgrades to Rental Car Class that do not conform to the above acceptable guidelines

4. CAISO Lodging

a. Hotel Upgrades

Governors will be reimbursed for a single standard room.

b. Hotel Spending Guidelines

- i. Governors will be reimbursed for actual and reasonable hotel room costs.
- ii. In-room movies are not reimbursable.
- iii. Tips for hotel staff are reimbursable when confined to reasonable limits, as determined by the services required and the services received.

c. Hotel Cancellation Procedures

Governors will not be responsible for hotel cancellation charges in connection with CAISO business.

5. Other Transportation

a. Airport Parking Guidelines

Governors will be reimbursed for airport parking in accordance with the daily rate.

b. Reimbursement for Personal Car Usage

Governors will be reimbursed for business usage of personal cars at the fixed rate for each mile driven as established by the "Federal Travel Regulation".

c. Ground Transportation To and From Airports/Terminals

The most economical mode of transportation should be used to and from the airports, bus and rail terminals. The following modes of transportation should be considered: buses, subways, taxis, hotel and airport shuttle services as well as personal cars.

6. CAISO Meals and Entertainment

a. Personal Meals

Governors will be reimbursed for actual and reasonable personal meal expenses. Original itemized receipts are required for charges over \$25.00. Reasonable guidelines are the following:

Breakfast	\$25.00
Lunch	\$50.00
Dinner	\$100.00
Total per day	\$175.00

- b. The Chair of the Board may approve expenses above these limits, and may deny expenses deemed excessive.
- c. CAISO does not reimburse on a per diem basis.
- d. If itemized receipts are not submitted, expenses will be reimbursed at the suggested amount above or actual cost, whichever is less.
- e. Meal reimbursement requests shall include the names of individuals that attended the meal and the discussion in relation to the business meal.

7. Miscellaneous

a. Other Reimbursable Expenses

Governors will be reimbursed for the following miscellaneous expenses if a valid reason exists for the expense:

- i. Air freight for business purposes, business office expenses (fax, copy services, etc.).
- ii. Currency conversion fees, gasoline for rental cars at fair market value, tolls and ground transportation.
- iii. Overnight delivery/postage.

b. Non-Reimbursable Expenses

Governors will not be reimbursed for the following:

- i. Baby-sitting, barbers and hairdressers, car washes, clothing.
- ii. Country club dues, golf fees.
- iii. Lost or damaged baggage, luggage, briefcases or other personal items.
- iv. Personal books, newspapers, magazines or video or audio media.
- v. Motor vehicle repairs due to accidents, routine maintenance/tune-ups.
- vi. Traffic tickets.
- vii. Personal Items (e.g. over the counter medications, personal hygiene).

c. International Travel Value Added Tax (Vat) Reclaim

Value Added Taxes may be "reclaimed" for certain business expenses incurred overseas, particularly in Europe and Canada. The CAISO anticipates beginning the process of submitting applications for VAT refunds beginning with 3rd quarter 1999. International travelers will be required to save original receipts for the following business expenses: lodging, entertainment, gasoline, meals, car rentals, conferences, trade-shows and training courses. Only original, itemized receipts are acceptable for VAT reclaim purposes. Charge/credit card receipts are not acceptable.

d. Converting Foreign Currencies

All expenses need to be recorded in U.S. dollars, with the currency conversion rate clearly noted on the expense form and all supporting receipts. Expense forms that contain foreign currency charges that do not contain USD conversion calculations will be returned to the traveler.