

New Contract Requests - August 2025

Grant Contract Number	Counterparty	Contract Title	Estimated Contract Value	Date Submitted To Procurement	District Representative	Procurement Officer	Contract Record Type
430-13015	ROI Insight Group LLC	Staff Augmentation Services	\$800,000.00	8/4/2025	Aaron Kuntz	Emilie DeLong	Professional Services
130-12996	World Wide Technology, LLC	GCPUD Wired ISE Deployment	\$118,134.00	8/6/2025	Eugene Anderson	Guy Wanner	Professional Services
Integrated Communication Optical Network							
430-13024	Bonneville Power Administration	Installation at BPA Midway Substation - Phase 1		8/11/2025	Michiko Sell	Leah Mauceri	Telecommunications
13025	TBD	Civil Engineering and Surveying Services	\$4,500,000.00	8/12/2025	Kyle Robillard	Niconia Butler	Services (Non Bid)
460-13027	Haleys Farm & Ranch LLC	Farm Lease	\$0.00	8/14/2025	Lesa Trevino	Leah Mauceri	Services (Non Bid)
140-13029	Avista Corporation	Pseudo-Tie Agreement	\$0.00	8/14/2025	Michiko Sell	Leah Mauceri	Customer Requests
NOT TRACKED - OIC of Washington - Low Income							
130-13032	TBD	Home Energy Assistance Program Agreement	\$0.00	8/15/2025	Cary West	Guy Wanner	Professional Services
13034	TBD	2 AT40 Jems Bucket trucks	\$600,000.00	8/18/2025	Ryan Roeder	Emilie DeLong	Material (Bid)
13026	TBD	Purchase Contract for Biomark PIT tags 2026-2028	\$706,546.00	8/25/2025	Gabe Temple	Shelli Tompkins	Material (Sole Source)
230-13030S	TBD	Rebuild and Repair of PR Hatchery Wells No. 5 & 6	\$70,000.00	8/26/2025	Eric Lauver	Shelli Tompkins	Labor (Bid)

Contracts Executed - August 2025

Grant Contract Number	Counterparty	Contract Title	Awarded Contract Price	Contract Executed Date	Completion Date	District Representative	Procurement Officer	Contract Status
430-13002	Energy West, LLC	Energy Services for Commercial Trading	\$425,000.00	8/14/2025	12/31/2027	Rich Flanigan	Beau Schwab	Open
130-12950	J.R. Simplot Company	Simplot VFD	\$83,341.70	8/6/2025	N/A	Eric Hector	Guy Wanner	Closed
430-12944	ATS Inland NW	Alerton HVAC Controls Support	\$645,000.00	8/8/2025	7/31/2029	RJ Fronsman	Niconia Butler	Open
330-12779	SCI Industrial Services, LLC	Wanapum Dam Lift Station Renovation	\$160,750.00	8/12/2025	9/30/2025	Joseph McDaniel	Niconia Butler	Open
330-12883	Suppression Systems, Inc.	Early Smoke Detection System for Wanapum Generators	\$30,000.00	8/5/2025	12/31/2025	Brett Bazaldua	Rebecca Diaz	Open
430-HFA 602-92H	Noble Ag Land Valuation	Appraiser Work-Noble Ag Land Valuation	\$25,000.00	8/14/2025	6/30/2031	Dave Duvall	Shelli Tompkins	Pending Execution
430-13005	KnowBe4 Inc	KnowBe4 Training and PhishER Subscription (2025 - 2028)	\$100,243.00	8/6/2025	7/23/2028	Matt Johnson	Zachery Cooper	Open

Contracts Closed - August 2025

Grant Contract Number	Counterparty	Contract Title	Current Contract Value	Closeout Date	District Representative	Procurement Officer
230-11290	Apollo Mechanical Contractors	Priest Rapids Dam Pipe Replacement	\$784,969.00	8/26/2025	Tristan Poteet	Rebecca Diaz
370-11915	Munson Boats	Purchase of Catamaran Landing Craft	\$203,986.00	8/26/2025	Brian Barrows	Emilie DeLong
130-12043	Advanced Electric and Alarm Systems, Inc	Ephrata Headquarters Fire Alarm System Replacement	\$251,463.79	8/21/2025	RJ Fronsman	Nicona Butler
430-12275	APFS Staffing, Inc. / AIM Consulting	Non-Disclosure Agreement	\$0.00	8/11/2025	Rob Grutko	Leah Mauceri
430-12288	CorSource Technology Group, LLC	Non-Disclosure Agreement	\$0.00	8/11/2025	Rob Grutko	Leah Mauceri
430-12289	Amperon Holdings, Inc.	Non-Disclosure Agreement	\$0.00	8/11/2025	Michael Frantz	Leah Mauceri
430-12357	TRC Solutions, Inc.	Non-Disclosure Agreement	\$0.00	8/7/2025	Rob Grutko	Leah Mauceri
130-12529S	Tommer Construction Co. Inc.	Quincy Transmission Expansion Project Wire Laydown Yard	\$213,000.00	8/14/2025	Jason Stordahl	Nicona Butler
130-12549	Energy Northwest	Non-Disclosure Agreement	\$0.00	8/7/2025	Kevin Marshall	Leah Mauceri
470-12571	Altec Industries	Purchase of Altec LR8-60e70	\$286,729.30	8/21/2025	Brian Barrows	Emilie DeLong
130-12950	J.R. Simplot Company	Simplot VFD	\$83,341.70	8/7/2025	Eric Hector	Guy Wanner

Change Order Log - August 2025

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
430-09846	10.00	\$825.00	\$171,857.30	NAVEX Global, Inc.	PolicyTech Subscription	Purchase additional hours of PolicyTech training.	6 - Executive Management	8/20/2028	8/18/2025	Leah Mauceri
430-HFA 601-41H	4.00	\$25,796.00	\$1,004,641.00	Real Time Research Inc	Avian Predation on ESA-listed Juvenile Salmonids on the Middle Columbia River, 2023	Increase contract price and add additional deliverable.	7 - Commission	3/31/2026	8/15/2025	Shelli Tompkins
430-12404	1.00	\$16,259.83	\$695,826.83	Advanced Electric and Alarm Systems, Inc	Ephrata Headquarters UPS System Replacement	Increase the Contract Price to replace existing battery spill kits and extend Substantial and Final Completion Dates.	3 - Department Manager	1/12/2026	8/14/2025	Nicona Butler
430-12034	7.00	\$44,871.62	\$4,273,574.42	CDW Government, Inc.	Microsoft Enterprise Agreement Renewal (2023)	Increase Contract Price Annual True Up of Reservation License	1 - District Representative	8/31/2028	8/14/2025	Shelli Tompkins
370-11915	2.00	\$4,000.00	\$203,986.00	Munson Boats	Purchase of Catamaran Landing Craft	hydro decides they wanted to add a wrap on the new boat and time extension to complete the task	4 - Senior Manager/Plant Manager	9/5/2025	8/8/2025	Emilie DeLong
430-10804	7.00	\$0.00	\$7,450,000.00	Universal Protection Service, LP dba Allied Universal Security Services	Professional Security and Security Patrol Services	Change of Annex "A" for annual CPI increase.	4 - Senior Manager/Plant Manager	7/2/2026	8/7/2025	Guy Wanner
230-2583	41.00	\$0.00	\$100,814,184.25	Voith Hydro, Inc.	Priest Rapids Turbine Upgrades	Revise Section SR-2.2A Milestone Date	3 - Department Manager	12/31/2027	8/7/2025	Rebecca Diaz
430-11671	1.00	\$218,895.00	\$575,620.00	BioAnalysts Incorporated	Hatchery Methow Summer Chinook Monitoring and Evaluation (M&E)	Increase contract price and extend contract completion date.	6 - Executive Management	12/31/2027	8/6/2025	Shelli Tompkins
430-11404	1.00	\$207,314.00	\$418,462.70	Biomark, LLC.	Biomark Fish Marking Services	Increase contract price and extend contract completion date.	6 - Executive Management	6/30/2028	8/6/2025	Shelli Tompkins
170-12465	1.00	\$33,498.75	\$2,130,724.94	General Pacific, Inc.	Supplying AAC and ACSR Overhead Conductor	Increase the per unit cost of the two line items in PO170-12465-1P to include the tariff charges. Increase the per unit cost of 795AAC (Arbutus) by \$0.5502/lb from \$2.713/lb to \$3.2632/lb, and 336AAC (Tulip) by \$0.5522/lb from \$2.797/lb to \$3.3492/lb.	4 - Senior Manager/Plant Manager	12/31/2027	8/5/2025	Emilie DeLong
430-09846	9.00	\$57,041.82	\$171,032.30	NAVEX Global, Inc.	PolicyTech Subscription	Extend the term for 3 years and increase the not to exceed contract amount.	6 - Executive Management	8/20/2028	8/5/2025	Leah Mauceri

Contract Completion Report - August 2025

Grant Contract Number	Contract Status	Counterparty	Contract Title	Current Contract Value	Completion Date	District Representative	Procurement Officer
330-2251	In Close Out	GE Steam Power, Inc.	Generator Upgrade of Ten Units for Wanapum Dam	\$154,262,318.36	12/31/2021	Jeff Niehenke	Rebecca Diaz
130-09331HR	In Close Out	Potelco, Inc.	Dock Crew 2019-2021	\$16,628,039.00	3/31/2022	William Coe	Patrick Bishop
430-3988	In Close Out	Confederated Tribes and Bands of the Yakama Nation	White River Juvenile Monitoring	\$579,335.98	6/1/2022	Rolland O'Connor	Shelli Tompkins
430-3989	In Close Out	Confederated Tribes and Bands of the Yakama Nation	Juvenile Monitoring in Nason Creek	\$482,088.54	6/1/2022	Rolland O'Connor	Shelli Tompkins
130-11077	In Close Out	Contract Resource Group	2022 District Furniture Supply and Install	\$193,580.91	12/30/2022	Mike Harr	Nicona Butler
430-4205R	In Close Out	Think Tank Sanitation, Inc.	Supply and Service Outside Restrooms and Maintenance of Septic Systems	\$773,900.00	5/31/2023	Tom Hardie	Nicona Butler
130-4026A	In Close Out	Anixter, Inc.	Supply and Install an Advanced Metering Infrastructure (AMI) - Ongoing Services	\$1,819,702.00	6/30/2023	John Kemman	Shelli Tompkins
430-11919	In Close Out	Blue Leaf Environmental, Inc.	White Sturgeon Broodstock Collection Program - 2023	\$81,727.73	7/28/2023	Mike Clement	Shelli Tompkins
130-09956	In Close Out	Avineon, Inc.	Data Migration Implementation Services for GIS System	\$813,204.00	9/30/2023	Ken Smith	Nicona Butler
130-11131H	In Close Out	Potelco, Inc.	Dock Crew 2022-2023	\$13,394,123.80	12/28/2023	William Coe	Nicona Butler
130-08186HR	In Close Out	KVA Electric, Inc.	Power Transformer: Labor and Services	\$2,484,085.94	12/31/2023	Angel Barahona-Sanchez	Nicona Butler
430-10901	In Close Out	Beck Botanical Services	RTE Plant Monitoring	\$74,000.00	12/31/2023	Joseph LeMoine	Shelli Tompkins
430-HFA 602-58H	In Close Out	Washington State Department of Fish and Wildlife	Icicle-Peshastin Irrigation District Fish Screen	\$1,167,400.00	12/31/2023	Dave Duvall	Shelli Tompkins
430-11181	In Close Out	Columbia Research Specialists, LLC	Columbia Research Specialists, LLC Northern Pikeminnow Fishing Contract 2022-2023	\$360,000.00	12/31/2023	Nathan Dietrich	Shelli Tompkins
430-HFA 602-71H	In Close Out	Cascade Columbia Fisheries Enhancement Group	Big Meadow Creek Fish Passage	\$321,740.00	12/31/2023	Dave Duvall	Shelli Tompkins
230-08805	In Close Out	Vorticity Consulting, LLC	Ambient Air Particulate (dust) Sampling Program for the Priest Rapids Dam Embankment Improvement Project	\$188,199.00	2/29/2024	Carson Keeler	Shelli Tompkins
430-10833	In Close Out	WSP USA, Inc	White Sturgeon Management Plan Monitoring and Evaluation Program 2021 - 2023	\$995,970.00	3/31/2024	Mike Clement	Shelli Tompkins
140-11676	In Close Out	City of Quincy	Design Agreement	-\$90,249.00	3/31/2024	Randy Kono	Leah Mauceri
430-11908	In Close Out	Four Peaks Environmental Science and Data Solutions	Priest Rapids Project Sub-yearling Chinook Evaluation Study	\$320,649.00	4/30/2024	Curtis Dotson	Shelli Tompkins
130-12019	In Close Out	ATS Inland NW	Ephrata Headquarters HVAC Control System Upgrade	\$250,240.00	6/14/2024	RJ Fronsman	Nicona Butler
130-11724H	In Close Out	Sturgeon Electric	West Canal and Quincy Foothills Transmission Labor Contract	\$1,495,823.05	6/28/2024	Chris Heimbigner	Nicona Butler
430-10921	In Close Out	Washington State Department of Fish and Wildlife	Priest Rapids Hatchery M&E	\$1,136,055.00	6/30/2024	Todd Pearsons	Shelli Tompkins
430-10967	In Close Out	Washington State Department of Fish and Wildlife	Priest Rapids Hatchery O&M	\$3,492,559.00	6/30/2024	Eric Lauver	Shelli Tompkins

Contract Completion Report - August 2025

Grant Contract Number	Contract Status	Counterparty	Contract Title	Current Contract Value	Completion Date	District Representative	Procurement Officer
430-11479	In Close Out	Washington State Department of Fish and Wildlife	Nason Creek Acclimation Facility O&M	\$459,452.00	6/30/2024	Eric Lauver	Shelli Tompkins
430-12309	In Close Out	Blue Leaf Environmental, Inc.	White Sturgeon Broodstock Collection and Transportation	\$84,563.22	7/31/2024	Mike Clement	Shelli Tompkins
430-11055	In Close Out	Fish Passage Engineering, PLLC	PRCC/PRCC Policy Facilitation	\$205,525.00	8/1/2024	Tom Dresser	Shelli Tompkins
140-11845	In Close Out	NextEra Energy Resources Interconnection Holdings, LLC	Affected System Study - G0656	-\$40,000.00	8/29/2024	Susan Manville	Leah Mauceri
140-11846	In Close Out	NextEra Energy Resources Interconnection Holdings, LLC	Affected System Study - G0668	-\$40,000.00	8/29/2024	Susan Manville	Leah Mauceri
430-11104	In Close Out	Carahsoft Technology Corp.	FireEye Managed Defense	\$682,612.25	8/30/2024	Don Lester	Nicona Butler
230-10830S	In Close Out	Pumptech LLC BDA K&N, an Impel Company	Priest Rapids Dam Oil Head Machine Shop Units 4-6	\$160,645.01	9/1/2024	Tristan Poteet	Rebecca Diaz
260-07464	In Close Out	Confederated Tribes and Bands of the Yakama Nation	Not Tracked - Yakama - OLAFT Facilities Use Agreement	\$0.00	10/1/2024	Tim Taylor	Shelli Tompkins
430-10630	In Close Out	BioAnalysts Incorporated	Hatchery Monitoring and Evaluation Analyses and Reporting	\$398,018.00	10/31/2024	Tim Taylor	Shelli Tompkins
430-11346R2	In Close Out	KJ's Lawn Care and Maintenance	District Wide Grounds Maintenance - Rebid	\$209,650.00	10/31/2024	Lori Davis	Nicona Butler
430-HFA 602-69H	In Close Out	Methow Salmon Recovery Foundation	Sage Sugar Acquisition	\$60,809.70	10/31/2024	Dave Duvall	Shelli Tompkins
430-HFA 601-43H	In Close Out	Quincy Valley Chamber of Commerce - Quincy Valley Tourism Association	2024 Northern Pikeminnow Fishing Derby	\$25,000.00	10/31/2024	Tom Dresser	Shelli Tompkins
130-11695H	In Close Out	Potelco, Inc.	Quincy Foothills Substation Labor Contract	\$7,880,355.18	11/30/2024	David Klinkenberg	Nicona Butler
130-11694HR	In Close Out	Potelco, Inc.	West Canal Substation Labor Contract - Rebid	\$6,052,431.32	11/30/2024	David Klinkenberg	Nicona Butler
130-11923	In Close Out	Alamon, Inc.	Labor and materials to Test and Treat District Distribution and Fiber Poles 2023-2024	\$763,284.25	12/26/2024	William Coe	Nicona Butler
430-10757	In Close Out	Boulder Park, Inc.	BioSolids Beneficial Use Services for Crescent Bar	\$15,000.00	12/31/2024	Carson Keeler	Shelli Tompkins
430-11073S	In Close Out	TK Elevator Corporation	Routine Inspection, Maintenance, Repair of Elevator Systems	\$162,141.07	12/31/2024	Richard Faber	Rebecca Diaz
430-11255	In Close Out	Blue Leaf Environmental, Inc.	Pacific Lamprey Management Plan Research Activities	\$418,395.00	12/31/2024	Mike Clement	Shelli Tompkins
430-HFA 602-74H	In Close Out	Okanagan Nation Alliance	Penticton Dam Fish Passage - Okanagan Lake Dam East Salmon Passage	\$204,198.40	12/31/2024	Dave Duvall	Shelli Tompkins
130-12295	In Close Out	Aubrey Silvey Enterprises, Inc.	Power Transformer Vacuum Oil-Fill	\$605,440.84	12/31/2024	Chris Johnson	Nicona Butler
130-12440	In Close Out	Stan's Construction and Son, LLC	Ephrata Service Center Electronic Shop Office Improvements	\$139,748.68	1/30/2025	RJ Fronsman	Nicona Butler
430-12611S	In Close Out	Tyco Industrial LLC	Royal City Local Office Covered Parking Replacement/Installation of Insulation and metal roofing material	\$54,750.00	1/31/2025	Joseph McDaniel	Zachery Cooper

Contract Completion Report - August 2025

Grant Contract Number	Contract Status	Counterparty	Contract Title	Current Contract Value	Completion Date	District Representative	Procurement Officer
430-12664S	In Close Out	Business Interiors of Idaho DBA Freeform	Office Furniture and Equipment Relocation	\$91,950.00	2/15/2025	Maria Wren	Nicona Butler
430-08136	In Close Out	Public Utility District No. 1 of Douglas County, Washington	Carlton Acclimation Facility Operation	\$1,342,955.00	2/28/2025	Eric Lauver	Shelli Tompkins
430-10894	In Close Out	Biomark, LLC.	Professional Services for Operations and Maintenance of PIT tag Systems	\$250,000.00	2/28/2025	Mike Clement	Shelli Tompkins
170-11777	In Close Out	Stuart C Irby Company	Supplying ACSR & AAC Conductor for the Quincy Transmission Expansion Plan (QTEP)	\$7,016,236.58	2/28/2025	Derek Mashburn	Emilie DeLong
430-12246	In Close Out	Four Peaks Environmental Science and Data Solutions	2024 Fish Count Program	\$381,814.28	2/28/2025	Dave Duvall	Shelli Tompkins
470-12372	In Close Out	Altec Industries	Altec AC30 265 replacement	\$387,412.00	2/28/2025	Brian Barrows	Emilie DeLong
430-11351	In Close Out	V2R Consulting Group, LLC	Strategy Deployment Consultation Services	\$493,650.00	3/30/2025	Jeff Grizzel	Guy Wanner
430-HFA 602-81H	In Close Out	Okanagan Nation Alliance	Shuttleworth Creek Diversion Removal	\$27,087.00	3/31/2025	Dave Duvall	Shelli Tompkins
430-12784	In Close Out	Everon, LLC	Ephrata Headquarters Annex Security System Installation	\$58,083.74	4/30/2025	Maria Wren	Nicona Butler
430-12767SR	In Close Out	EVCO Integrated Solutions	Commission Room AV Upgrade 2025	\$77,356.21	5/9/2025	Matt Johnson	Zachery Cooper
170-12390	In Close Out	CXT Incorporated	Grand Coulee Local Office Fiber Hut	\$145,688.78	5/15/2025	RJ Fronsman	Nicona Butler
430-11933R	In Close Out	CraneTech Inc	Link-Belt HC-228H Repair and Service Life Extension	\$382,913.57	5/22/2025	Timothy Boswell	Rebecca Diaz
430-11101	In Close Out	Confederated Tribes and Bands of the Yakama Nation	Nason Creek smolt monitoring	\$234,349.87	5/30/2025	Rolland O'Connor	Shelli Tompkins
430-11102	In Close Out	Confederated Tribes and Bands of the Yakama Nation	White River smolt monitoring	\$277,964.31	5/30/2025	Rolland O'Connor	Shelli Tompkins
430-12811	In Close Out	Business Interiors of Idaho DBA Freeform	Ephrata Headquarters - Annex Furniture	\$50,304.85	5/31/2025	Tim Fleisher	Nicona Butler
230-12889S	In Close Out	Pavement Innovation LLC	Priest Rapid Recreation Area Asphalt Maintenance	\$51,500.00	6/5/2025	Kylie Vroman	Shelli Tompkins
130-3321	In Close Out	City of Mattawa, Washington	ILA for District Payment Station at City of Mattawa	\$371,000.00	6/30/2025	Monica Anaya	Guy Wanner
430-11049	In Close Out	ATS Inland NW	Alerton HVAC Controls Support	\$587,352.00	6/30/2025	RJ Fronsman	Nicona Butler
430-11981	In Close Out	White Bluffs Consulting, LLC	Project Management for External Funding Program Development	\$140,000.00	6/30/2025	Vanessa Seldal	Kylie McMinimee
430-11991	In Close Out	Network & Security Technologies, Inc.	N&ST EMS NERC CIP Support	\$50,000.00	6/30/2025	Kevin Carley	Zachery Cooper
430-12108	In Close Out	Larson & Toubro Limited Inc	L&T – Digital Energy Solution - Network Modeling for EMS	\$23,250.00	6/30/2025	Kevin Carley	Zachery Cooper
470-12654R	In Close Out	Teledyne Benthos	Acoustic Releases for Juvenile Fish Survival Studies	\$325,770.00	6/30/2025	Rolland O'Connor	Shelli Tompkins
170-12325	In Close Out	Border States Electric, Inc.	Supplying DZS Multiservice Gateway Electronics for Fiber Termination - 2024	\$646,200.00	7/1/2025	Troy Holt	Guy Wanner
170-12283	In Close Out	Wesco Anixter	Supplying Capacitor Bank Units	\$213,080.00	7/7/2025	John Kemman	Nicona Butler
170-12140	In Close Out	General Pacific, Inc.	Supplying Primary Metering Cabinets	\$262,154.00	7/30/2025	William Coe	Nicona Butler
430-11044	In Close Out	Confederated Tribes and Bands of the Yakama Nation	White Sturgeon Juvenile Supplementation Program	\$664,473.12	7/31/2025	Mike Clement	Shelli Tompkins

Contract Completion Report - August 2025

Grant Contract Number	Contract Status	Counterparty	Contract Title	Current Contract Value	Completion Date	District Representative	Procurement Officer
430-11381	In Close Out	Del Sol, Inc.	DISTRICT WIDE JANITORIAL CONTRACT	\$2,203,714.52	7/31/2025	Lori Davis	Nicona Butler
430-12106	In Close Out	CASNE Engineering, Inc.	CASNE Installation Services for Aveva PI.	\$51,043.00	7/31/2025	Ian Jones	Zachery Cooper
430-12823	In Close Out	LGL Environmental Services Inc	White Sturgeon Management Plan Broodstock Activities	\$95,402.20	7/31/2025	Mike Clement	Shelli Tompkins
130-07485	In Close Out	City of Grand Coulee, Washington	ILA for District Payment Station at City of Grand Coulee	\$172,000.00	8/9/2025	Monica Anaya	Guy Wanner
430-10850	In Close Out	Cellco Partnership d/b/a Verizon Wireless	Not Tracked - VERIZON NASPO Purchasing Entity Agreement	\$0.00	8/11/2025	Patrick Prazer	Zachery Cooper
140-10306	In Close Out	Sabey Data Center Properties	Large Power Facilities Agreement - Building D	-\$14,598,324.00	8/30/2025	Vanessa Villela	Leah Mauceri
430-12777	In Close Out	AlignOrg Solutions LLC	Human Resources Strategy with AlignOrg	\$65,000.00	8/30/2025	Thomas Stredwick	Guy Wanner
430-12842	Open	ODP Business Solutions	Control Room Desk Upgrade (WAN & PR)	\$325,832.72	9/1/2025	Kaitlyn Neill	Rebecca Diaz
430-12683	Open	Business Services	HEAR appliances	\$300,000.00	9/2/2025	Brook Grady	Kylie McMinimee
430-12684	Open	Basin Refrigeration and Heating, Inc	Ductless Heating and Cooling Units	\$488,114.00	9/2/2025	Brook Grady	Nicona Butler
420-10635	Open	Morgan Stanley Capital Group, Inc.	Agreement for Pooling of PRP Physical Output		9/29/2025	Rich Flanigan	Leah Mauceri
140-10847	Open	Vantage Data Centers Management Company, LLC	Large Power Facilities Agreement - WA13	-\$15,585,213.00	9/30/2025	Vanessa Villela	Leah Mauceri
140-11946	Open	El Oro Cattle Feeders	Large Power Facilities Agreement	-\$699,992.00	9/30/2025	Vanessa Villela	Leah Mauceri
430-12092	Open	Gartner, Inc.	Gartner Advisory Services - 2023 Renewal	\$340,677.00	9/30/2025	Charles Meyer	Zachery Cooper
430-HFA 602-82H	Open	Methow Salmon Recovery Foundation	Skyline Fish Screen	\$102,234.00	9/30/2025	Dave Duvall	Shelli Tompkins
130-12523	Open	The Brattle Group	Non-Disclosure Agreement	\$0.00	9/30/2025	Susan Manville	Leah Mauceri
430-12590	Open	U.S. Linen and Uniform	Linen and Rugs	\$80,000.00	9/30/2025	Lori Davis	Nicona Butler
130-12690	Open	The Brattle Group	Consulting Services Related to OATT	\$160,000.00	9/30/2025	Susan Manville	Leah Mauceri
170-12745	Open	Wireless Structures Consulting, Inc. DBA Western Utility Telecom, Inc.	Supplying Steel Structures For Painted Hills Switchyard	\$482,713.00	9/30/2025	Max Hernandez-Brito	Nicona Butler
330-12779	Pending Execution	SCI Industrial Services, LLC	Wanapum Dam Lift Station Renovation	\$160,750.00	9/30/2025	Joseph McDaniel	Nicona Butler
430-12838	In Development	TBD	Ephrata Headquarters Data Room Replacement and Install of Liebert Glycol HVAC Models		9/30/2025	James Albertson	Nicona Butler
230-13030S	In Development	TBD	Rebuild and Repair of PR Hatchery Wells No. 5 & 6		9/30/2025	Eric Lauver	Shelli Tompkins
230-11155	Open	Eastern Washington University	Archaeological Monitoring for the PRREIP	\$1,100,000.00	10/4/2025	Andrew Murphy	Beau Schwab
430-12114	Open	Form Energy Inc	Non-Disclosure Agreement	\$0.00	10/5/2025	Bryce Greenfield	Leah Mauceri
430-12607	Open	DLT Solutions, LLC	2024 Annual AutoCAD Maintenance Renewal	\$88,955.36	10/29/2025	Charles Meyer	Zachery Cooper
140-10961	Open	J.R. Simplot Company	Large Power Facilities Agreement	-\$3,192,031.00	10/30/2025	Vanessa Villela	Leah Mauceri
140-11871	Open	Group14 Technologies, Inc.	Large Power Facilities Agreement	-\$6,507,714.00	10/30/2025	Vanessa Villela	Leah Mauceri

Contract Completion Report - August 2025

Grant Contract Number	Contract Status	Counterparty	Contract Title	Current Contract Value	Completion Date	District Representative	Procurement Officer
430-11039	Open	ElectTrain LLC	Electrical Safety Program Development	\$303,000.00	10/31/2025	Eric Johnson	Guy Wanner
430-12756	Pending Peer Review	TBD	Royal City Local Office Paving Replacement		10/31/2025	Brandon Rodeback	Emilie DeLong
430-HFA 601-44H	Open	Quincy Valley Chamber of Commerce - Quincy Valley Tourism Association	2025 Northern Pikeminnow Derby	\$25,000.00	10/31/2025	Tom Dresser	Shelli Tompkins
370-12118	Open	ADAMS Schweiz AG	WAN RBFL Valves	\$2,035,000.00	11/1/2025	Michael Armstrong	Rebecca Diaz
160-10748	Open	City of Moses Lake	Pole Attachment Service Agreement		11/2/2025	Gary Carroll	Leah Mauceri
430-11632	Open	Arch Staffing and Consulting	Arch Staffing and Consulting for Enterprise Technology 2022 - 2025	\$5,445,000.00	11/15/2025	Charles Meyer	Zachery Cooper
230-12797S	Bid Evaluation	TBD	Priest Rapids Right Embankment Well Water Extension		11/20/2025	Logan Castle	Beau Schwab
230-12511A	Open	ConeTec, Inc.	Priest Rapids Left Embankment Geotechnical Investigation	\$937,918.00	11/21/2025	Christopher Steinmetz	Beau Schwab
230-12511B	Open	Great West Drilling, Inc.	Priest Rapids Left Embankment Geotechnical Investigation(B)	\$266,205.00	11/21/2025	Christopher Steinmetz	Beau Schwab
470-12754	Open	Altec Industries	Altec AC45 Crane	\$713,571.00	11/28/2025	Brian Barrows	Emilie DeLong
430-12783	Open	LGL Environmental Services Inc	Native and Non-Native Predator Control Activities	\$477,377.00	11/28/2025	Mike Clement	Shelli Tompkins
430-4190	Open	Edward Kavazanjian, Jr. PhD, P.E.	SSHAC Seismic Evaluation Team Member	\$150,000.00	11/30/2025	Christopher Steinmetz	Beau Schwab
430-4189	Open	Coppersmith Consulting, Inc.	SSHAC Seismic Evaluation Team Member	\$152,500.00	11/30/2025	Christopher Steinmetz	Beau Schwab
430-4182	Open	Gonzalo Castro PhD PE	Professional Services for Embankment Stability Board of Consultants	\$375,000.00	11/30/2025	Christopher Steinmetz	Beau Schwab
430-4256	Open	Gregory B. Baecher, PhD NAE	Risk Analysis Peer Review	\$50,000.00	11/30/2025	Christopher Steinmetz	Beau Schwab
330-06858	Open	Jason Needham, PE	Peer Review - Loss of Life Analysis	\$35,000.00	11/30/2025	Christopher Steinmetz	Beau Schwab
130-4064	Open	GE/Alstom Grid, LLC	Annual Energy Management System (EMS) License and Maintenance Renewal	\$2,336,505.00	11/30/2025	Kevin Carley	Nicon Butler
470-12483	Open	Central Machinery Sales Inc	JCB 950-T99	\$134,129.40	11/30/2025	Brian Barrows	Emilie DeLong
430-12713	Open	Yooz Inc.	Non-Disclosure Agreement	\$0.00	12/18/2025	Kevin Hutchins	Leah Mauceri
430-12714	Open	Medius Software, Inc.	Non-Disclosure Agreement	\$0.00	12/18/2025	Kevin Hutchins	Leah Mauceri

Safety Meeting

September 2025



Our Commitment to Safety

*We believe that a safe workplace and community is founded upon an environment where **all voices can and will speak up, ask questions, and be heard without reprisal.***

We will provide and maintain the proper training, tools, job layout, equipment and employees to perform work safely.

1

Safety Department

Monthly Report

Injuries Reported

Date	Body Part	Description & Response
8/5	Back	Back Injury Employee was loading truck with tools from job that was completed and lost balance as picking up shop vac to put in the back of the truck, fell back wards and hit back on the truck bed rails. It is imperative that one maintains awareness of their surroundings and body position while performing tasks.
8/13	Finger	Right Finger Laceration While assisting a coworker with drilling holes for a pole, employee became momentarily distracted and the drill exited through the back of the pole. The drill made contact with employee's finger. The employee had a laceration on their finger which required medical attention. This safety incident would have been avoided with greater attention to the task at hand. Employee was wearing PPE which reduced the severity of the injury.
8/19	Left Knee	Left Knee Injury While cleaning the man basket, employee kneeled on a rock aggravating the left knee. No medical attention necessary. Injury appears to have been negligible, causing no loss of work time. Knee pads and other PPE are available as needed. Situation awareness continues to be an important component to employee safety. Employee was correct to report incident to supervisor, as a precaution.

Injuries Reported

Date	Body Part	Description & Response
8/20	Knee	<p>Strained Knee</p> <p>While loading truck, employee's knee struck the side of the bed resulting in discomfort and pain. Minor swelling and stiffness followed. Safety dept has contacted the employee. No time loss. It is important to slow down and remain vigilant of your surroundings.</p>
8/27	Neck	<p>Bee Sting</p> <p>Employee felt the sting in the neck and removed the bee. Reported the incident to their supervisor and immediately started shaking, swelling, and developing a rash. Employee was transported to the medical clinic in the care of their spouse. Employee was treated and returned to work. Safety will track this incident and will follow up with the employee. This is a good reminder to be aware of your surroundings and report bee sting to your supervisor. If you are experiencing off normal symptoms, seek first aid.</p>

Close Calls

Date	Overview	Location	Description & Response
8/18	Illegal U-Turn by Other Driver	EB I-90 near George	Illegal U-Turn Employee was traveling eastbound on I-90 and the car they were following began to brake and pull off to the shoulder. The car then performed an illegal U-turn and driving into employee's lane of traffic. Employee reported the driver to law enforcement. Situational awareness helped the employee avoid a collision when the other motorist failed to properly assess the situation.
8/19	Cracks on Mezzanine	PRD	Cracks on Mezzanine Floor 4 th floor mezzanine cracks need to be fixed from wall to handrail. Cracks cause a tripping hazard. This is a known issue and metal plates have been installed to mitigate tripping hazards. Plant staff will perform a walkthrough of the area to identify any additional concerns. PRD staff is determining best course for a long-term repair.

Close Calls

Date	Overview	Location	Description & Response
8/19	No Handrail	PRD Vent house 5	<p>No Handrail</p> <p>Crew has to clean the HVAC condenser along the edge of the vent house and there is no handrail on the edge. CR is addressing roof of vent house which contains emergency generator. WO has been assigned for installation of handrail at the right bank side of unit.</p>

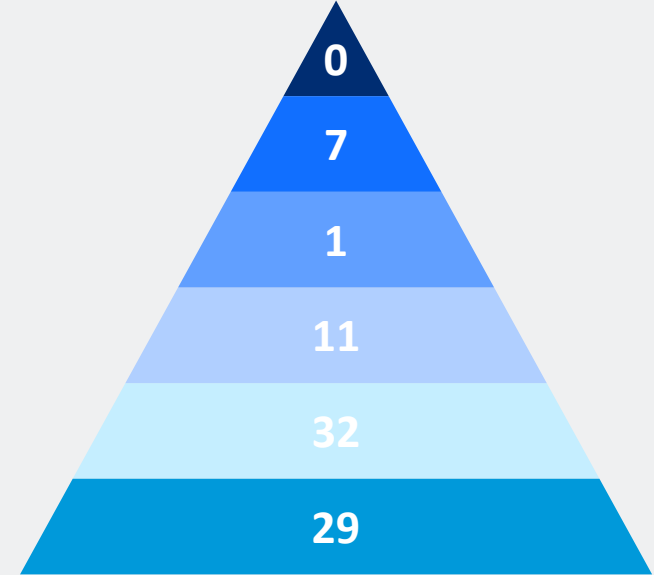
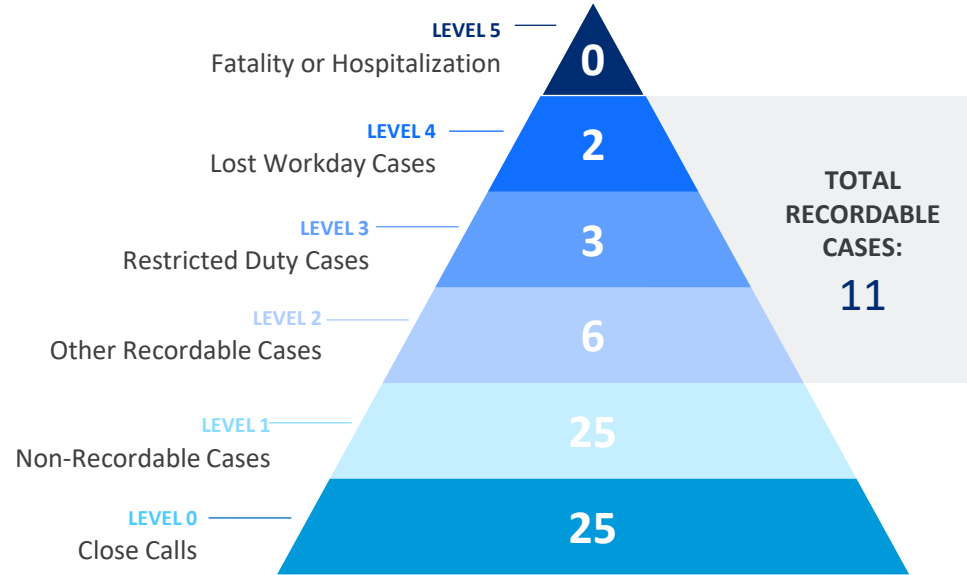


	Last Month	Year-to-Date
Total Injuries Reported	5	36
Other Recordable Case(s)	1	6
Restricted Duty Case(s)	0	3
Lost Workday Case(s)	1	2

2025 Incidents Summary



2024



Vehicle Incidents

Date	Location	Description & Response
8/4	Roundabout at Whitetrail Rd and Hwy 28	Collision Employee was at a complete stop and yielding to oncoming traffic when another vehicle entered the roundabout without slowing down or braking, hit a road sign and then collided with the District truck. Employee moved safely off the road and called 911, their supervisor and transportation. There was minimal damage to the truck, trailer and boat but the other vehicle was severely damaged. No physical injuries.
8/20	Windshield Rock Chip	Rock Chip While driving north on Hwy 17 approaching I-90 overpass. Semi truck headed in opposite direction kicked up a rock, and it hit the driver's side of the windshield. Employees are encouraged to continue the use of defensive driving tactics. The Transportation department is aware of this incident, and the windshield will be repaired/replaced.

Contractor Incidents

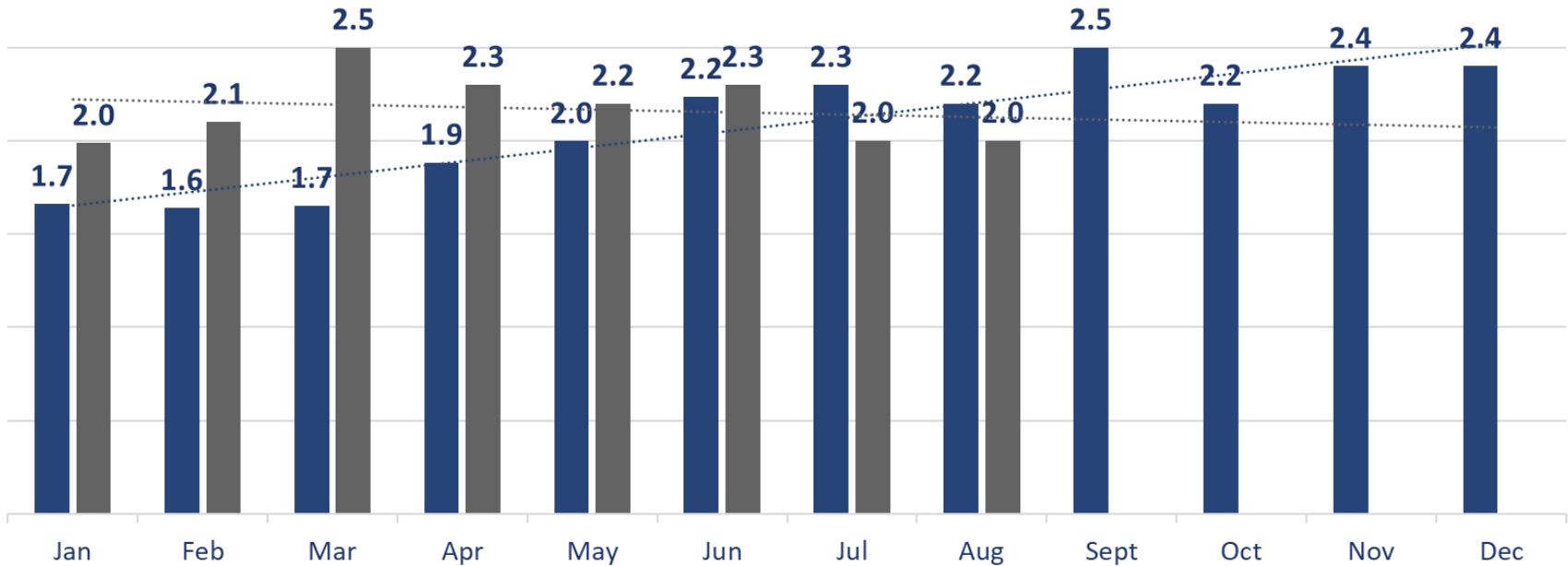
Date	Location	Description & Response
8/7	PRD	<p>Power Tool Injury</p> <p>During grinding tasks to remove high spots caused by the removal of the lifting lugs on newly installed turbine blades, a contractor accidentally contacted their leg with the grinder. The tool cut through their work pants and caused a laceration to the leg. The contractor received immediate first aid on-site and was then transported to the ER for further evaluation and treatment. A safety stand-down was held with all crews to review the incident, discuss safe grinder operation, and reinforce proper PPE requirements. Retraining on power tool handling and hazard awareness was provided. District Engineering is reviewing options to improve safe access and ergonomics in these precarious work areas to reduce the likelihood of similar incidents. In addition, cut-resistant chaps are being procured for use during grinding activities as an added layer of protection. The contractor is performing an internal investigation to identify areas for improvement, and a report will be made available to Grant PUD upon completion.</p>

Contractor Incidents

Date	Location	Description & Response
8/17	Grand Coulee Svc Center	<p>Minor Abrasion</p> <p>While walking in the small park contracted security officer tripped on an above ground sprinkler and sustained a small cut on their shin. First aid was not required.</p>

Leading & Lagging Indicators

12 Month Rolling – Recordable Injury Rate – 2024 vs 2025



Recordable Injury Projection



Total number of recordable incidents × 200,000
Total number of hours worked by all employees

At the current injury rate, we
will likely record

16

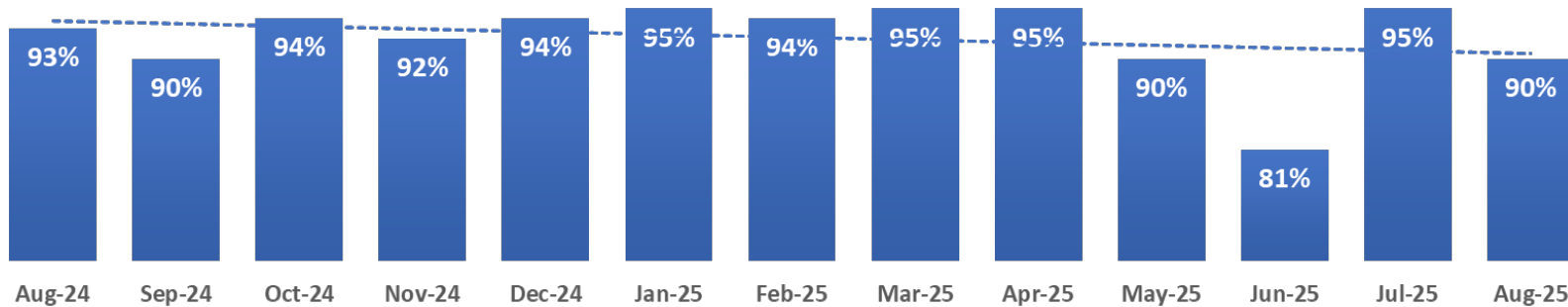
injuries on our OSHA Logs by
the end of 2025.

The “recordable injury rate” is a calculation that describes the number of employees per 100 full-time workers or per 200,000 hours worked that have been involved in an injury or illness that requires medical treatment beyond first-aid.



Leading & Lagging Indicators

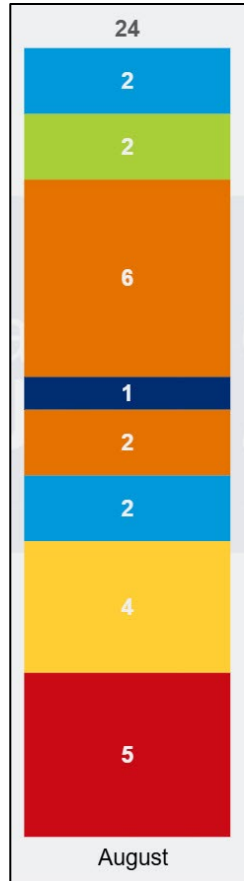
Safety Meeting Attendance



*Due to technical difficulties within PowerApps, safety meeting attendance for Sept 2024 is an estimate.



JSRs-Grant PUD



Job Brief? Job Brief Totals	
▲	
⊕ No	6
⊕ Yes	18
Total	24

JHA Available? JHA Totals	
⊕ No	14
⊕ Yes	10
Total	24

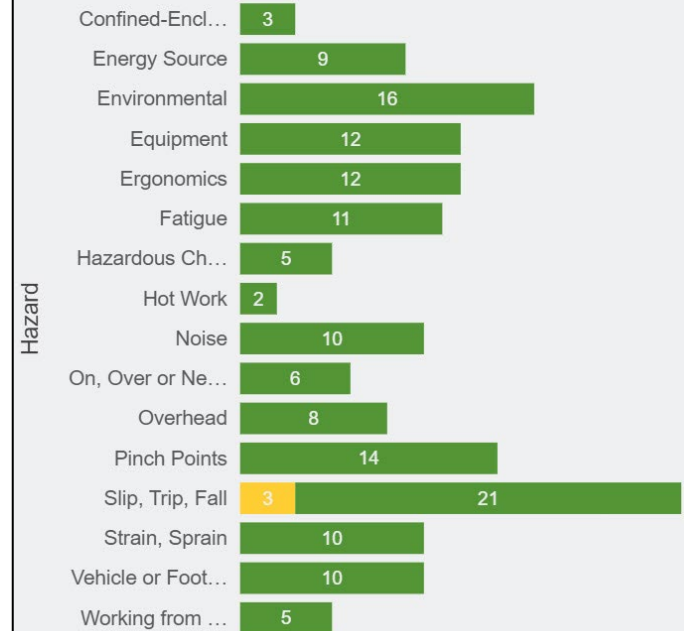
JSRs-Hazards Identified

Hazards Identified in Job Site Reviews

Hazard	August	Total
Slip, Trip, Fall	24	24
Environmental	16	16
Pinch Points	14	14
Equipment	12	12
Ergonomics	12	12
Fatigue	11	11
Noise	10	10
Strain, Sprain	10	10
Vehicle or Foot Traffic	10	10
Energy Source	9	9
Overhead	8	8
On, Over or Near Water	6	6
Hazardous Chemical	5	5
Working from Heights	5	5
Confined-Enclosed Spaces	3	3
Hot Work	2	2

Actions Observed by Category

Action Categories ● Hazard Corrected ● Safe



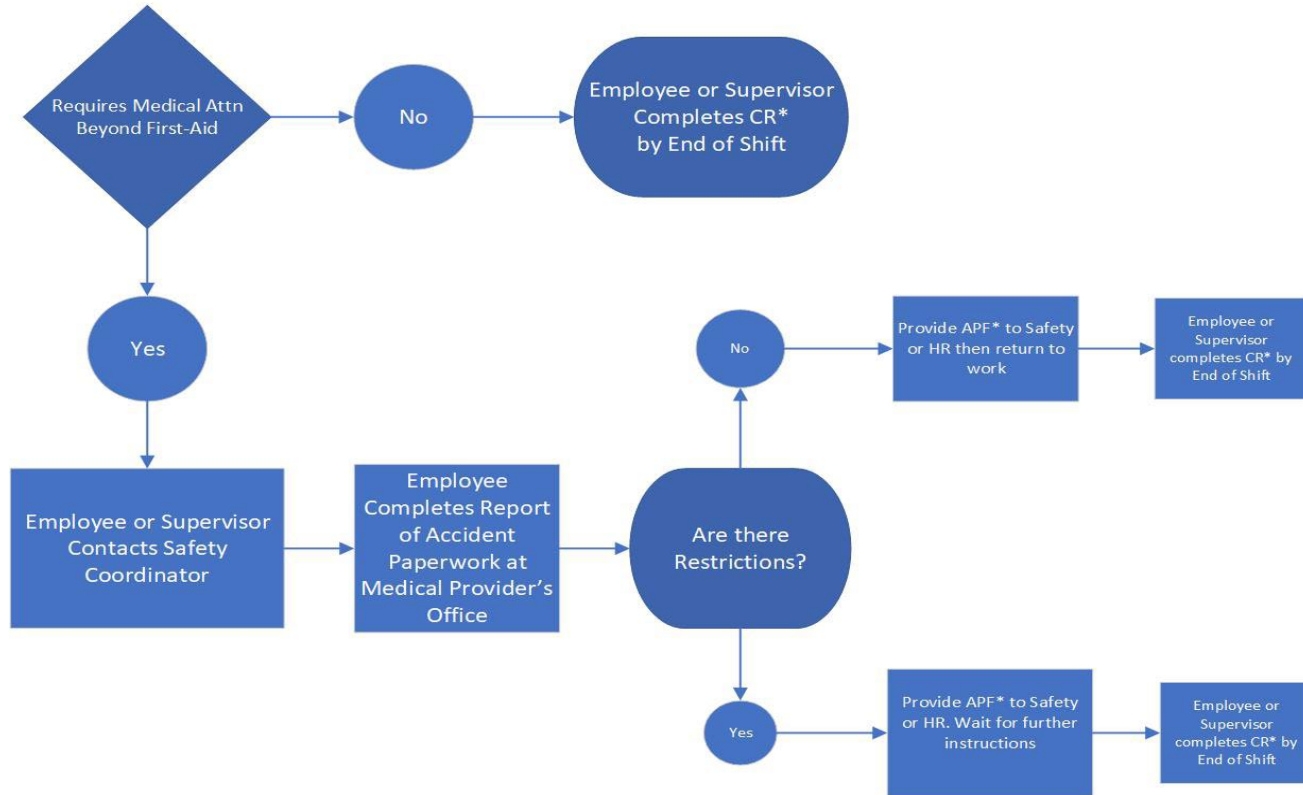
New Safety Action Items

Safety Concern CR #	Report Date	Summary	Response	WO #
32536	8/1/25	In the Priest Rapids Emergency Action Plan a referenced document, SA-DS-PRG-330 dealing with the safe evacuation locations for the Wanapum Indian Village Response Plan is inaccessible.	WO created to ensure that the EAP's for PRD and WAN Dams are reviewed and reference to SA-DS-PRG-330 are removed. Any necessary printed pages sent to both Control Rooms	383625
32537	8/1/25	When looking for Evacuating a GCPUD Facility, the link to the document "Evacuating a GCPUD Facility - SA020206-POL" is broken.	WO for safety to review and update all necessary changes to Evacuating a GCPUD Facility page within the Safety Department SharePoint page.	383704
32166	8/19/25	Security incident at PRD reported on 7/8/25. Senior Operator noticed a vehicle doing some strange activity on the Priest Rapids Project.	Risk, Safety, Security, and Plant Operations discussed this issue and determined a cause evaluation is necessary to better understand this condition and assign corrective actions.	384251
32803	8/19/25	Diesel generator on the roof of vent house 5, no handrail on edge. Crew has to clean the [HVAC] condenser along the edge of vent house.	Work Order 384315 has been assigned for installation of handrail at the right bank side of HVAC unit.	384315

Completed Safety Action Items

Safety Concern CR #	Completed Date	Summary	Response	WO #
12942	8/18/25	During a PRD safety meeting, the suggestion was made to review and determine what the requirements are for hatchery personnel to enter the enclosure at the rex traveling screen during off shifts.	The enclosure for the differential level indicator will be placed near shoulder height on the downstream side of the rex traveling screen metal clad which will eliminate a need to enter the enclosure to take readings.	316384
32213	8/27/25	Access issue at Annex Building after Security Hours – Conduct a Direct Cause Evaluation.	The evaluation team conducted a walkthrough of the facility on July 22nd, 2025. The team identified deficiencies related to the unobstructed egress routes, signage, door hardware, and improperly identified egress routes. Corrective Action WO's assigned to address identified deficiencies.	382478
32213	8/27/25	Access issue at Annex Building after Security Hours – Corrective Action #1.	All egress door handles have been replaced so they cannot be locked manually.	384200

What Do You Do After Receiving Medical Care?



*Activity Prescription Form

*Condition Report

When You Have Work Restrictions



DO

- Provide the APF to Safety or HR
- Attend all follow up medical appointments
- Complete all requested paperwork
- Complete a CR



DON'T

- Return to work without authorization from HR
- Forget to send in every APF to Safety or HR
- Forget to notify Safety or HR of any changes in condition

It's Election Time!

GET
INVOLVED!



During the September safety meetings, please elect Chairs and Scribes for the upcoming year. These roles are essential to keeping our meetings organized, effective, and impactful.

Why volunteer?

- **Build leadership skills:** Serving as a Chair gives you the chance to guide discussions, practice facilitation, and strengthen communication skills.
- **Make a difference:** Both roles help ensure safety concerns are heard, documented, and addressed, which directly contributes to a safer workplace.
- **Visibility and growth:** Volunteering demonstrates initiative, builds connections, and can be a great way to grow professionally.

2

Executive Leadership Team (ELT)

Safety Talking Points

First Aid Preparedness

Update First Aid Kits & Tools

- **Restock supplies & tools:** Check and replace expired or missing items.
- **Add seasonal needs:** Include items relevant to your climate or activities, such as blankets, sunscreen or cold packs.
- **Ensure accessibility:** Confirm kits are stored in designated, easily accessible locations.



First Aid Preparedness

Refresh Training

- **Certifications:** Review first aid, CPR, and AED certifications. Schedule and complete any necessary renewals.
- **Practice drills:** Conduct mock scenarios for common emergencies to ensure confidence and speed in response.



Thank You

For Commission Review – 09-23-2025


Motion authorizing the General Manager/CEO, on behalf of Grant PUD, to execute and approve updates to Grant County Public Utility District No. 2 Travel and Non-Travel Meal Policies.


XXXX

MEMORANDUM

September 9, 2025

TO: John Mertlich, General Manager/Chief Executive Officer

VIA: Bonnie Overfield, VP Finance/Chief Financial Officer 
Bonnie Overfield (Sep 11, 2025 08:35:22 PDT)

FROM: Jennifer Sager, Sr Manager Accounting 

SUBJECT: Policy update-Travel and Non-travel Meals

Purpose: To request approval of updates to the Travel and Non-Travel meals policies

Discussion:

A comprehensive review of the current Travel and Non-Travel Meals policies has been completed. Based on feedback from stakeholders and management, several updates have been made to enhance clarity and strengthen internal controls. These proposed changes have been reviewed by the Executive Leadership Team, the Internal Policy Review Team, and the IBEW.

The primary objectives of this policy update include:

- **Enhanced clarity** regarding specific limits and exceptions outlined in the policy
- **Improved guidance** to support stronger internal controls and ensure compliance

Informed by feedback and documented issues reported over the past two years, the updates aim to provide clearer guidance and reinforce compliance. Additionally, existing exceptions and limits were evaluated and adjusted where appropriate. At this time, no material changes have been recommended.

A summary of the updates is provided below. For a detailed view of the changes, please refer to the attached clean and redline versions of the policy documents.

Travel Policy

Topic	Revision
Responsibility Section 3	<ul style="list-style-type: none">• Defined “reasonable” to provide clarity• Additional guidance on process
Travel Authorization (TA) Section 4	Additional guidance <ul style="list-style-type: none">• TA number• Approvals• Cost Comparison Form
Statement of Expense Section 5	<ul style="list-style-type: none">• Additional guidance for travel between District facilities• Defined requirements for SOE submission and approval
Credit Cards Section 6	<ul style="list-style-type: none">• Guidance for use of personal cards for District travel, use at own risk• Travel change reimbursement will be in accordance to Section 12
Air Travel Section 8	<ul style="list-style-type: none">• Update limit for upgrade on international flights to \$500

Lodging Section 9	<ul style="list-style-type: none"> Increased not to exceed to 180% of Federal Per Diem Added requirement to be a commercial facility, peer to peer rentals are not allowed
Not Allowable Section 20	<ul style="list-style-type: none"> Added alcoholic beverages Added Off-site departmental meetings/retreats guidance from previous adopted addendum
Policy Exceptions Section 21	<ul style="list-style-type: none"> Added GM/CEO approval on all exceptions not specifically called out in the policy

Non-Travel Meals Policy

Topic	Revision
Section 3.1	<ul style="list-style-type: none"> Added snacks for Biometric Screenings
Section 3.2	<ul style="list-style-type: none"> Updated requirements to >4 hours, over meal period and unable to consume meal on 1 hour
Section 3.3	<ul style="list-style-type: none"> Added beverage as allowable meal cost
Section 3.4	<ul style="list-style-type: none"> Added requirement for 60 day Accounting approval for Districtwide events
Section 3.5	<ul style="list-style-type: none"> Added Off-site departmental meetings/retreats guidance from previous adopted addendum
Section 3.6	<ul style="list-style-type: none"> Added plate, napkins and utensils as allowable

Justification:


Per resolution 9022 and 9023 the General Manager/CEO is authorized to modify Grant PUD's Non-Travel Meals and Travel policies. Both policies have been reviewed and updated based on feedback of employees, executive management and IBEW. All updates were part of a routine review to enhance clarity and improve guidance. The revisions made do not significantly modify the intent or substance of the policies.

Recommendation:

Approve updates to the policies as allowed by Resolution 9022 and 9023 and allow the policies to be submitted to the Commission for 20 day review with effective date of November 1, 2025.


Supporting documentation in the following pages:

- Travel Policy-redline and clean version
- Resolution 9023 Amendment of Travel Policy dated 6/27/23
- Non-Travel Meals Policy- redline and clean version
- Resolution 9022 Adoption Non-Travel Meals Policy dated 6/27/23

Effective Date: X/X11/1/2025 ⁴	Version: 7 Supersedes: 6	Related Documents: See Section 23
 <div style="text-align: center;">DISTRICTWIDE POLICY</div>		
Approved by: Commission GM/CEO and CFO		Regulation: Chapter 42.24 RCW, 5 CFR § 2635 Subpart B, SAO Best Practices for Travel Expenditures (July 2019), Resolution 9023
Policy Owner: Senior Manager Accounting		Policy Category: Financial

FIN-AC-POL-100 TRAVEL POLICY

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Effective Date: X/X11/1/2025 4	Version: 7 Supersedes: 6	Related Documents: See Section 23
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Policy Owner: Senior Manager Accounting		Policy Category: Financial

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


As prudent stewards of public funds, it is the employee's responsibility to be familiar with the provisions of this policy and associated procedures, 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 members of Executive Management and the Board of Commissioners must have all expense reports reviewed and approved by their immediate supervisor, in writing, prior to processing for reimbursement. Members of Executive Management will obtain a peer approval of all Travel Authorizations and expense reports. Travel Authorizations for the Board of Commissioners will be approved by Executive Services and associated expense reports will include peer approval.~~ Reasonable can be defined as an expense that an average, prudent ratepayer would deem a legitimate use of ratepayer funds and would feel confident justifying to an auditor or in a public forum, such as a newspaper.

Employees who are responsible for reviewing and approving Travel Authorizations and Statements of Expense must verify the travel and related expenses are reasonable, necessary, and within the parameters of this policy, including any limits or restrictions on specific expense types.

Employees shall adhere to Grant PUD policies and codes of conduct while traveling for official Grant PUD business.

4. Travel Authorization (TA)

~~All employees except members of Executive Management and the Board of Commissioners must obtain~~ Pprior approval ~~from their immediate supervisor is required~~ for all travel to destinations outside Grant PUD's Service Territory/Project. ~~The Such travel and~~ approval

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 <h2 style="text-align: center;">DISTRICTWIDE POLICY</h2>		
Approved by: Commission GM/CEO and CFO		Regulation: Chapter 42.24 RCW, 5 CFR § 2635 Subpart B, SAO Best Practices for Travel Expenditures (July 2019), Resolution 9023
Policy Owner: Senior Manager Accounting		Policy Category: Financial

process is complete when a TA number is assigned, and ravel uthorization (TA) recorded in the TA database. TAs must be documented on via the standard aTravel Authorization (TA) request form located on the Travel sSharepPoint site. Alternate forms are not acceptable. This ensures the travel is authorized, appropriate funds are available, there i's a legitimate business purpose for the travel, and the employee is covered by Grant PUD's applicable insurances while traveling (including travel to/from home and to/from ultimate destination). Members of Executive Management will obtain a peer approval of all Travel Authorizations. Travel Authorizations for the Board of Commissioners will be approved by Executive Services. Approvals should include handwritten or electronic signature with date. Any updates or changes to the TA information following approval will need to be re-approved. Approval requirements found in table below:

<u>Employee Type</u>	<u>Required Approver</u>
<u>Executive Management</u>	<u>Peer</u>
<u>Board of Commissioners</u>	<u>Executive Services</u>
<u>All other employees</u>	<u>Immediate Supervisor</u>


to the TA information following

After approval(s) are obtained, FEeach ~~approved~~ TA will be assigned a unique TA number, which must be written on all associated travel claims. Unless there are legitimate circumstances of an urgent or emergency nature, it is Grant PUD's expectation that a TA is approved prior to any reservations or expenses are being made. The TA must include:

- Estimates of all foreseeable expenses
- Anticipated dates and times of travel
- Dates and times of associated business activities. Attach documentation, where applicable (i.e., conference agenda, copy of registration, etc.).
- Documentation of all exceptions requested.
- Completed Travel Cost Comparison Form if travel includes any personal influence.
Examples of personal influence include, but are not limited to:
 - Combining business and personal travel resulting in indirect routes or interrupted travel for reasons other than Grant PUD business.
 - Selecting an alternate or higher class of travel due to personal preference (e.g., flying first class rather than coach).
 - Selecting a specific airline in order to use personal mileage programs or just for personal preference.

See the TA Instruction Guide in PolicyTech for detailed guidance on the TA process.

Airline tickets, car rentals, and hotel reservations should be arranged well in advance. Employees will be reimbursed up to the amount of the travel alternative that is most economical and advantageous to Grant PUD, taking all associated costs into consideration (flying vs driving, bag fees, parking costs, mileage, lodging, etc.). Employees will not be

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Policy Owner: Senior Manager Accounting		Policy Category: Financial

reimbursed for personal prepayments of travel expenses until the travel has occurred. [See Sections 6 and 12.](#)


5. Statement of Expenses

A Statement of Expense (SOE) must be submitted when expenses have been incurred related to the travel [and the travel has concluded](#). The ~~travel appropriate~~-SOE template must be used ~~(Day Travel or Overnight)~~ and must include:

- [All expenses related to travel, not only those for reimbursement.](#)
- TA number [\(one TA number per SOE\)](#)
- [Approval signatures either handwritten or electronic.](#)
- All fully itemized costs associated with the travel including any advance payments such as registration fees and transportation costs, and all costs paid by PCard or Travel Card.
- Dates and times the time travel began and ended. See Section 10 below on claiming per diem.
- Dates and times of meeting, conference, or training.
- [In cases of mileage only expenses \(example travel between District facilities\), multiple trips may be included on a single SOE, with last day of travel used for submission date calculation. Submissions should be made every 90 days.](#)
- ~~The vehicle number of any Grant PUD vehicle used during travel.~~
- If claiming mileage, include the location for each applicable starting point and destination.
- Itemized receipts to document [all](#) expenses. The employee will include a description of the expense if not self-explanatory. For non-PCard charges of \$50.00 or less, a receipt is not required, but is preferred (unless otherwise specified in this policy). If a receipt is missing for an expense greater than \$50.00, the employee must complete and attach a Missing Receipt Form.
- If there was personal influence on the travel arrangements (e.g., combined business and personal travel, selected a more expensive travel alternative due to personal preference), the employee will attach a completed Travel Cost Comparison Form to document there's no additional cost to Grant PUD.
- If an employee has charged costs in excess of the reimbursable costs, the SOE will document the repayment to Grant PUD.

[All employees except members of Executive Management and the Board of Commissioners must have SOEs reviewed and approved by their immediate supervisor prior to processing for reimbursement. Members of Executive Management and the Board of Commissioners will obtain a peer approval of all SOEs.](#)

The completed, ~~supervisor~~-approved SOE will be submitted to Accounts Payable no later than 30 days ~~after returning from travel~~[from the last date of travel. Any submissions later than 30](#)

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days will be considered an exception as found in in accordance with Section 1921 of this policy, Exceptions. Reimbursement will be provided as follows:

- Day travel within Grant PUD's service territory/projects: Multiple days, covering a 90-day period, may be claimed with 30-day submission calculated from last date of travel.
- Day travel outside of Grant PUD's service territory/projects (no overnight stay): Any per diem due to the employee is taxable. Any mileage due to the employee is non-taxable.
- Overnight travel: Any reimbursement due to the employee is non-taxable.

Grant PUD will pay the amount of the travel claim that is allowed under the policy and notify the employee of any amount that was disallowed with a detailed explanation. Any balance in excess of allowable expenses will be paid immediately by the employee to Grant PUD.

Employees who have a dispute regarding the application of this policy may request a review in accordance with Section 20, Dispute Resolution.

If a travel advance was obtained, a copy of the approved SOE must go to the Advance Travel Custodian with any balance due to Grant PUD from the advance.

6. Credit Cards


Grant PUD procurement cards (PCards) are available for use by Grant PUD employees for business-related travel expenses in accordance with RCW 42.24.115. For employees who travel infrequently, Grant PUD has generic PCards (Travel Cards) that can be issued for temporary use during travel. The employee will provide a copy of the SOE and all credit card receipts to the PCard administrator and/or Travel Card custodian.

PCard use must be in accordance with Grant PUD's PCard policies and procedures.

Employees who choose to use a personal credit card for Grant PUD travel expenses do so at their own risk and will not be reimbursed for business-related travel expenditures until travel is complete. In the event of travel changes or cancellation, reimbursement will be made in accordance with Section 12.limited to change and cancellation fees.

7. Travel Advance

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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Approved by: Commission GM/CEO and CFO		Regulation: Chapter 42.24 RCW, 5 CFR § 2635 Subpart B, SAO Best Practices for Travel Expenditures (July 2019), Resolution 9023
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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.

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 employee's immediate supervisor may authorize an increased travel advance on a case-by-case basis.


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 an 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

Grant PUD will pay for coach airfare tickets that include a carry-on bag, one checked bag, and the ability to guarantee seating when purchasing the ticket. Grant PUD will not pay for first-class tickets. In the event a flight segment has a scheduled in-air flying time of more than four hours, preferred/upgraded seats not to exceed \$250.00 for domestic flights or \$500.00 for international flights in incremental costs roundtrip may be paid by Grant PUD. only if approved in advance through the TA process. ~~Flight insurance is not an allowable business expense.~~

In-flight Wi-Fi is allowed for business purposes only on flights of two hours or more. All other amenities and/or upgrades are not allowable business expenses and if selected, shall be the responsibility of the employee to cover any additional cost.

Detailed receipts are required. Acceptable airfare receipts include email confirmation receipts, the employee's copy of the ticket or a paid airline invoice, which must reflect the traveler's name, the flight dates, flight times, -and- destinations of travel, flight segment detail, detailed breakdown of costs including ticket type/class to indicate cost of upgrade, if applicable, and the total costs paid.

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Employees may use the free benefits of a frequent flyer program such as reward miles, vouchers, credits, or other perks for Grant PUD travel (e.g., to upgrade a flight beyond coach airfare) provided the employee purchases the airline ticket in the most prudent and economical manner. The use of such non-cash benefits for business travel will not be reimbursed by Grant PUD and shall not impact the employee's choice of airline for booking travel when other equivalent air travel options present lower cost alternatives to Grant PUD. If using frequent flyer program benefits for business travel, the employee will complete a Travel Cost Comparison Form at the time of booking to document the personal influence did not result in additional costs to Grant PUD. Airfare purchases made with cash equivalent credits such as gift certificate or airline wallet will be reimbursed.

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.


~~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. Additional expenses and airline change fees incurred as a result of mistake or inadvertence may be approved on an exception basis in accordance with Section 19 and attached to the SOE. Penalties or cancellation charges incurred for any other reason will be the responsibility of the employee.~~

Grant PUD is not responsible for the loss of or damage to luggage or other personal property during travel. If damage or loss occurs, the employee should seek reimbursement through their own insurance or attempt to recover directly from the party responsible, such as an airline.

9. Lodging

Grant PUD will pay for lodging when an overnight stay is necessary for Grant PUD business and the temporary work site is located more than 50 miles (most direct route) from the traveler's Established Headquarters or Remote Work Site, whichever is closest. Exceptions to this must be approved in accordance with Section 1921 prior to the travel. Examples of reasonable exceptions include:

- To avoid having the employee drive back and forth for back-to-back late night/early morning official Grant PUD business.
- When the health and safety of the employee is of concern.
- When an employee can demonstrate that staying overnight is more economical to Grant PUD (direct financial, work-related costs).

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Lodging must be a commercial lodging facility (e.g., motel, hotel, resort, inn). Peer-to-peer property rentals such as Airbnb and VRBO are not allowed.

Employees are expected to use good judgment in the selection of lodging and to utilize the single room government, corporate, or block rates in conjunction with seminar/conference attendance, or lesser available rates when possible. For the period associated with the travel assignment, ~~lodging will be reimbursed at actual cost, w~~lodging daily rates (not including taxes and fees) h~~ich~~ shall not ~~to~~ exceed ~~150%~~80% of the Federal Per Diem maximum daily lodging rate ~~(not including taxes)~~ in effect at the time of travel for the location of the travel assignment ("Maximum Allowable Rate"). Maximum Allowable Rate will be calculated as average over length of stay. Lodging will be reimbursed at actual cost. Detailed receipts ~~for lodging~~ are required to document the payment. Lodging costs that exceed the Maximum Allowable Rate and associated taxes and fees will be paid by the employee. When this occurs, taxes will be prorated between the allowable and unallowable costs. Allowable lodging costs include the lodging rate, applicable taxes, and fees, but do not include incidentals, damages, etc.


On an exception basis in accordance with Section ~~1921~~, an increase to the Maximum Allowable Rate ~~of up to 200% of the Federal Per Diem maximum daily lodging rate~~ may be approved when circumstances require. Such approval and justification must be in writing prior to travel and must be included in the approved TA documentation ~~and approval~~. Examples of reasonable exceptions include:

- When costs in the applicable area have escalated for a brief period due to special events or disasters.
- Affordable lodging is not available at the location of the travel assignment and the savings achieved from occupying less expensive lodging at a more distant site are offset by an increase in transportation or other costs.
- ~~The employee will attend a meeting, conference, convention, or training session where they are expected to have business interaction with other participants in the addition to scheduled events, and it is anticipated that maximum benefit will be achieved by authorizing the employee to stay at the lodging facility where the meeting, conference, convention, or training session is held.~~
- When the health and safety of the employee is at risk.

10. Meal Reimbursement

A. General

Reimbursement for meals for all business travel outside of Grant County and/or Grant PUD's service territory will be limited to the Federal Per Diem rate, which may will be pro-rated, based on the federal per diem meal allowance breakdown, depending on the

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time of travel. Per diem includes the cost of the meal and the associated taxes and tips. Employees are eligible to receive a meal allowance if the business trip requires them to be in travel status during their normal mealtime (i.e., breakfast, lunch, dinner). To be eligible for the breakfast per diem, an employee must be in travel status at 6:30 am. To be eligible for the lunch per diem, an employee must be in travel status at 12:30 pm. To be eligible for the dinner per diem, an employee must be in travel status at 6:30 pm. Travel status is defined as the official status of an employee when they are away from their Established Headquarters and their Remote Work Site on Grant PUD-related business, exclusive of commuting between their Established Headquarters and their Remote Work Site. Per diem meal allowances are reimbursable even if meals are provided at the meeting, conference, convention, or training. This is optional and not required.

If the employee travels through multiple locations in a day, the per diem rate for the final destination will be used for applicable meal reimbursement. For overnight travel, the hotel location is used as the final destination for meal reimbursements. For return travel, the per diem rate for the location the employee is departing is used for applicable meal reimbursements. When calculating per diem, local time is used throughout the travel status period without accounting for time zone changes.

Any non-travel meal expense must be in accordance with Grant PUD's Non-Travel Meal ~~and Refreshment~~ Policy.

Meals provided under the Business Relation Event Expenses and ~~s policy will not be eligible for reimbursement.~~

B. Day Travel

For day travel outside of Grant PUD's service territory/projects (no overnight stay), employees will be paid a taxed per diem for the location of the travel. ~~A day travel SOE is required in accordance with Section 5.~~


C. Overnight Travel

For overnight travel outside of Grant PUD's service territory/projects, employees will be paid a non-taxed per diem for the location that the employee is staying overnight.

11. Ground Transportation

A. General

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 number.

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Carpooling should be used whenever feasible.

Shuttle, transit, and taxi costs will be reimbursed based on actual cost plus a tip not to exceed 20%, if appropriate. When possible, employees should use the most economical method of travel.

Employees may claim mileage, local transportation, use a Grant PUD vehicle, or use the rental car for nominal travel for meals, but any substantial non-business travel must be paid for by the employee.

B. Personal Vehicle Use

Although the use of fleet vehicles is preferred, the use of personal vehicles for Grant PUD business is allowed and will be reimbursed at the current [IRS Standard Mileage Rates](#). The mileage rate covers the cost of operating an average vehicle, including gasoline, maintenance and repairs, insurance, and depreciation.

Employees will not be paid mileage or travel expenses to commute to their Established Headquarters. This does not apply to elected officials (see RCW 54.12.080).

Mileage for workday travel within Grant County, in excess of commuting, will be reimbursed. For example, travel between the employee's Established Headquarters and another Grant PUD work site (EHQ to/from HOB, MLLO to/from EHQ, etc.). See FIN-AC-REF-101, Local Mileage Chart.

When traveling on Grant PUD business under an approved TA, mileage will be paid for the lesser of the distance between the travel destination and the employee's Established Headquarters or the travel destination and the employee's home or Remote Work Site. If travel occurs on a normally scheduled day off, reimbursement will be calculated from the employee's home.


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 do not exclude business use.

Grant PUD uses internet 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."

Grant PUD will not reimburse out-of-pocket costs for parking tickets, moving violations, or damages and insurance deductibles related to the use of personal vehicles for official Grant PUD business.

C. Rental Cars

The use of a rental car is permitted when it is in the interest of Grant PUD to do so. [This transportation option should be on a limited basis when other transportation options are](#)

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not available or cost effective. Prior approval from the immediate supervisor via the TA is required.

Employees must obtain the lowest cost option for the type of vehicle necessary to meet the business need. Up to mid-size vehicles or equivalent are allowed. The cost of parking, gas, and all related costs should be considered and documented when determining the appropriate lowest cost option during the TA process. If a special or upgrade is offered that is less than or equal to the appropriate lowest cost option, or if additional room is required to accommodate multiple employees traveling together, documentation must be included with the SOE, as well as the cost analysis validating the reason for the upgrade.

Actual cost will be reimbursed when the use of a rental car is necessary and economically beneficial to Grant PUD.

Insurance for the exclusive business use of U.S. & Canadian rentals are covered by Grant PUD's insurance policy and should not be purchased.

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.

Excess charges due to not returning rental vehicles with the appropriate fuel level as required by the rental agreement will not be reimbursed.


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.

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.

Grant PUD will not reimburse out-of-pocket costs for parking tickets or moving violations related to the use of a rental car for official Grant PUD business.

12. Travel Changes and Cancellations

In the event Grant PUD travel plans are changed or cancelled, the employee shall take all steps possible to secure refunds of travel expenditures and prevent unnecessary costs. If there are penalties associated with changing reservations, Grant PUD will pay for fees associated with changing or cancelling reservations these provided Grant PUD required the change, the change results in offsetting cost savings, or the change was beyond the control of the employee. Additional expenses and airline change fees incurred as a result of mistake or inadvertence may be approved on an exception basis in accordance with Section 1921 and attached to the SOE. Penalties or cancellation charges incurred for any other reason will be the responsibility of the employee. Additionally, in accordance with Section 6, travel expenditures paid for on personal cards will be not be reimbursed if travel did not occur.

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12.13. Other Expenses

Certain miscellaneous expenses incurred while on travel status may be eligible for reimbursement at Grant PUD's discretion if they relate to the conduct of official Grant PUD business and are necessary and reasonable. Examples include mail, shipping, and printing fees and office supplies. These expenses are not protected under the \$50.00 receipt rule. Receipts are always required.

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.

13.14. Remote Work Sites

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 the 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.


In the event an employee's Established Headquarters is their Remote Work Site (see Section 3 of the Remote Work Policy), Grant PUD will pay for travel expenses to and from Grant County (limited to transportation only – mileage, airfare, rental car, etc.) when required for Grant PUD business purposes as well as all applicable travel expenses related to training and conferences calculated from their Remote Work Site as their Established Headquarters rather than Grant County. All travel must be pre-approved by the employee's supervisor in advance of making travel arrangements and documented on a TA.

14.15. Combining Business and Personal Travel

When personal and business travel are combined, employees must exercise special care not to seek reimbursement for expenses that are personal. The employee must separate the expenses between Grant PUD and personal activities and provide a completed Travel Cost Comparison with their SOE to document personal influence did not result in additional costs to Grant PUD. Any additional net costs due to personal influence will be the responsibility of the employee.

If an employee chooses to have a non-employee (e.g., spouse, child) join them on an approved business trip, the additional expense incurred is personal. General guidelines for combining business and personal travel include, but are not limited to:

- PCards shall not be used to pay for any personal expenses.

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- Allowable expenses will be limited to the costs directly related to business and for the employee only.
- Any additional lodging days beyond the business dates is considered personal and is not reimbursable.
- The meal per diem is allowed for the business dates only. It is not paid for personal days. The TA and SOE must be clear on what dates the employee would have traveled if they didn't extend for personal travel.
- Parking expenses at an airport or hotel must be reduced for personal day expenses.
- Taxi and shuttle expenses during personal days are not reimbursable.
- Any Grant PUD business insurance coverage will not apply during the personal portion of the trip.

15.16. International Travel

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, and accidental death/dismemberment. Employees traveling outside of the United States should contact Enterprise Risk Management for more details.

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.


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.

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.

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.

Reimbursement will be allowed for documentation required for international travel (passport, visa, etc.).

17. Offsite Departmental Meetings and Retreats

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Offsite departmental meetings and retreats are permitted within Grant County and/or Grant PUD's service territory. Overnight events are not allowed at Grant PUD's expense and are considered optional. Grant employees choosing to schedule overnight events recognize costs to be personal and are not reimbursable. Employees are allowed to decline social events occurring outside of normal business hours. Meals will be adhere to Section 10 guidelines. Executive Leadership Team members will ensure clear communication of expectations and compliance with these guidelines.

16-18. 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. The supervisor shall contact Safety, contact Enterprise Risk Management, and submit a Condition Report as soon as possible.


17-19. Travel During a Declared Emergency or Disaster

When traveling out-of-state on Grant PUD business during a declared emergency or disaster, 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 declared emergency or disaster. It is the employee's responsibility to understand and follow all Washington State health and safety requirements upon returning from out-of-state business travel.

18-20. Not Allowable

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

- 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.
- Alcoholic beverages.
- Promotional hosting.
- Valet services, unless there are no other parking options (explanation must be provided).
- Off-site departmental meetings and retreats outside Grant County and/or Grant PUD's service territory.
- Other expenses not directly related to the business travel.

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~~19.21.~~ Policy Exceptions

Exceptions, ~~where specifically allowed within this policy only, to this policy~~ must have two levels of approval within the employee's chain of command (e.g., supervisor and manager, manager and senior manager, senior manager and managing director), up to the General Manager. Accounting will maintain an exception log and provide a quarterly report to Executive Management.

Exceptions, not specifically identified within this policy or after the fact, will require General Manager/CEO approval. Exception shall be specifically identified with clear approval of said exception. If not approved, the employee will be responsible for the expense.

Exceptions requested to comply with provisions of the Americans with Disabilities Act require prior approval of HR.

Failure to obtain the required approvals in advance will be considered non-compliance with this policy pursuant to Section 23 below.

~~20.22.~~ Dispute Resolution

Employees who have a dispute regarding the application of this policy may request to meet with the Senior Manager of Accounting. The meeting request shall include a summary of the employee's concern and any related documents. If, following this meeting, the employee wishes to pursue the matter, the employee may request a meeting with the Chief Financial Officer (CFO). The meeting will be scheduled at a mutually convenient time and the CFO shall render their decision in writing as soon as practical.


~~21.23.~~ Non-Compliance

Non-compliance with this policy, including recurring instances of mistake or inadvertence resulting in additional expense to Grant PUD, will be treated as a performance issue and may result in appropriate corrective action in accordance with Grant PUD's Progressive Discipline Policy. Such action may include employee responsibility for the expense, revocation of travel privileges, or any other discipline determined to be appropriate by Grant PUD. For bargaining unit employees, discipline will be carried out consistent with section 2.4.1 of the Collective Bargaining Agreement.

~~22.24.~~ Risks/Risk Owners

This policy, along with other control mechanisms, is intended to mitigate the following risks:

- Authority Risk
- Integrity Risk
- Physical Security Risk
- Health & Safety Risk

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- Regulatory Risk
- Reputation Risk

Risk Owners are Grant PUD supervisors, Grant PUD employees who travel for Grant PUD business, and Grant PUD employees who assist in the administration of travel-related activities.

- ~~Grant PUD employees who manage contractors that are responsible for following this policy.~~


~~23.25.~~ Related Documents

Additional documents and resources related to this policy include, but is not limited to:

- Travel Cost Comparison Form
- Local Mileage Chart
- Procurement Card Program
- Vehicle/Asset Usage Policy
- Remote Work Policy
- Progressive Discipline Policy
- Non-Travel Meals Policy
- Business Relations Event Expenses Policy


~~24.26.~~ Review/Revision History

Date	Description
1/1/2001	New travel policy established via Resolution 7395
6/4/2007	Revised advance travel section via Resolution 8127
3/5/2012	Revision details unknown
4/11/2022	Revised out of date references throughout, addressed travel expenses associated with Remote Work Sites
8/15/2022	Revised Section 11 to address reimbursement of travel expenses for employees with an Established Headquarters exception.
8/1/2023	Definition and clarity added throughout the entire policy. Added new sections for Exceptions, Dispute Resolution, and Non-Compliance. Removed non-travel meals and Share the Savings. <u>Resolution 9023.</u>
<u>11/1/2025</u>	<u>Added clarity to responsibilities and processes throughout, revise maximum for preferred/upgraded seats and lodging, new Section 12 (changes and cancellations), new Section 17 (off-site dept meetings/retreats).</u>

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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


As prudent stewards of public funds, it is the employee's responsibility to be familiar with the provisions of this policy and associated procedures, to incur reasonable and necessary expenses only, and to provide a prompt and proper accounting of all expenditures related to the travel. Reasonable can be defined as an expense that an average, prudent ratepayer would deem a legitimate use of ratepayer funds and would feel confident justifying to an auditor or in a public forum, such as a newspaper.

Employees who are responsible for reviewing and approving Travel Authorizations and Statements of Expense must verify the travel and related expenses are reasonable, necessary, and within the parameters of this policy, including any limits or restrictions on specific expense types.

Employees shall adhere to Grant PUD policies and codes of conduct while traveling for official Grant PUD business.

4. Travel Authorization (TA)

All employees must obtain prior approval for all travel to destinations outside Grant PUD's Service Territory/Project. The approval process is complete when a TA number is assigned, and recorded in the TA database. TAs must be documented on the standard TA request form located on the Travel SharePoint site. Alternate forms are not acceptable. This ensures the travel is authorized, appropriate funds are available, there is a legitimate business purpose for the travel, and the employee is covered by Grant PUD's applicable insurances while traveling (including travel to/from home and to/from ultimate destination). Approvals should include handwritten or electronic signature with date. Any updates or changes to the TA

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information following approval will need to be re-approved. Approval requirements found in table below:

Employee Type	Required Approver
Executive Management	Peer
Board of Commissioners	Executive Services
All other employees	Immediate Supervisor

Each TA will be assigned a unique TA number, which must be written on all associated travel claims. Unless there are legitimate circumstances of an urgent or emergency nature, it is Grant PUD's expectation that a TA is approved prior to any reservations or expenses being made. The TA must include:


- Estimates of all foreseeable expenses
- Anticipated dates and times of travel
- Dates and times of associated business activities. Attach documentation, where applicable (i.e., conference agenda, copy of registration, etc.).
- Documentation of all exceptions requested.
- Completed Travel Cost Comparison Form if travel includes any personal influence. Examples of personal influence include, but are not limited to:
 - Combining business and personal travel resulting in indirect routes or interrupted travel for reasons other than Grant PUD business.
 - Selecting an alternate or higher class of travel due to personal preference (e.g., flying first class rather than coach).
 - Selecting a specific airline in order to use personal mileage programs or just for personal preference.

See the TA Instruction Guide in PolicyTech for detailed guidance on the TA process.

Airline tickets, car rentals, and hotel reservations should be arranged well in advance. Employees will be reimbursed up to the amount of the travel alternative that is most economical and advantageous to Grant PUD, taking all associated costs into consideration (flying vs driving, bag fees, parking costs, mileage, lodging, etc.). Employees will not be reimbursed for personal prepayments of travel expenses until the travel has occurred. See Sections 6 and 12.

5. Statement of Expenses

A Statement of Expense (SOE) must be submitted when expenses have been incurred related to the travel and the travel has concluded. The travel SOE template must be used and must include:


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- All expenses related to travel, not only those for reimbursement.
- TA number (one TA number per SOE)
- Approval signatures either handwritten or electronic.
- All fully itemized costs associated with the travel including any advance payments such as registration fees and transportation costs, and all costs paid by PCard or Travel Card.
- Dates and times the time travel began and ended. See Section 10 below on claiming per diem.
- Dates and times of meeting, conference, or training.
- In cases of mileage only expenses (example travel between District facilities), multiple trips may be included on a single SOE, with last day of travel used for submission date calculation. Submissions should be made every 90 days.
- If claiming mileage, include the location for each applicable starting point and destination.
- Itemized receipts to document all expenses. The employee will include a description of the expense if not self-explanatory. For non-PCard charges of \$50.00 or less, a receipt is not required, but is preferred (unless otherwise specified in this policy). If a receipt is missing for an expense greater than \$50.00, the employee must complete and attach a Missing Receipt Form.
- If there was personal influence on the travel arrangements (e.g., combined business and personal travel, selected a more expensive travel alternative due to personal preference), the employee will attach a completed Travel Cost Comparison Form to document there's no additional cost to Grant PUD.
- If an employee has charged costs in excess of the reimbursable costs, the SOE will document the repayment to Grant PUD.

All employees except members of Executive Management and the Board of Commissioners must have SOEs reviewed and approved by their immediate supervisor prior to processing for reimbursement. Members of Executive Management and the Board of Commissioners will obtain a peer approval of all SOEs.

The completed, approved SOE will be submitted to Accounts Payable no later than 30 days from the last date of travel. Any submissions later than 30 days will be considered an exception in accordance with Section 21 of this policy. Reimbursement will be provided as follows:

- Day travel within Grant PUD's service territory/projects: Multiple days, covering a 90-day period, may be claimed with 30-day submission calculated from last date of travel.
- Day travel outside of Grant PUD's service territory/projects (no overnight stay): Any per diem due to the employee is taxable. Any mileage due to the employee is non-taxable.
- Overnight travel: Any reimbursement due to the employee is non-taxable.

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Grant PUD will pay the amount of the travel claim that is allowed under the policy and notify the employee of any amount that was disallowed with a detailed explanation. Any balance in excess of allowable expenses will be paid immediately by the employee to Grant PUD.

Employees who have a dispute regarding the application of this policy may request a review in accordance with Section 20, Dispute Resolution.

If a travel advance was obtained, a copy of the approved SOE must go to the Advance Travel Custodian with any balance due to Grant PUD from the advance.

6. Credit Cards

Grant PUD procurement cards (PCards) are available for use by Grant PUD employees for business-related travel expenses in accordance with RCW 42.24.115. For employees who travel infrequently, Grant PUD has generic PCards (Travel Cards) that can be issued for temporary use during travel. The employee will provide a copy of the SOE and all credit card receipts to the PCard administrator and/or Travel Card custodian.

PCard use must be in accordance with Grant PUD's PCard policies and procedures.

Employees who choose to use a personal credit card for Grant PUD travel expenses do so at their own risk and will not be reimbursed for business-related travel expenditures until travel is complete. In the event of travel changes or cancellation, reimbursement will be made in accordance with Section 12.


7. Travel Advance

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.

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.

Travel advances should be limited to the per diem calculation plus 20% for unexpected items $[(\text{per diem rate}) \times (\# \text{ days expected to be at the destination}) \times 1.2]$. 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.

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

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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 an 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


Grant PUD will pay for coach airfare tickets that include a carry-on bag, one checked bag, and the ability to guarantee seating when purchasing the ticket. Grant PUD will not pay for first-class tickets. In the event a flight segment has a scheduled in-air flying time of more than four hours, preferred/upgraded seats not to exceed \$250.00 for domestic flights or \$500.00 for international flights in incremental costs roundtrip may be paid by Grant PUD. Flight insurance is not an allowable business expense.

In-flight Wi-Fi is allowed for business purposes only on flights of two hours or more. All other amenities and/or upgrades are not allowable business expenses and if selected, shall be the responsibility of the employee to cover any additional cost.

Detailed receipts are required. Acceptable airfare receipts include email confirmation receipts, the employee's copy of the ticket or a paid airline invoice, which must reflect the traveler's name, the flight dates, flight times, destinations of travel, flight segment detail, detailed breakdown of costs including ticket type/class to indicate cost of upgrade, if applicable, and the total costs paid.

Employees may use the free benefits of a frequent flyer program such as reward miles, vouchers, credits, or other perks for Grant PUD travel (e.g., to upgrade a flight beyond coach airfare) provided the employee purchases the airline ticket in the most prudent and economical manner. The use of such non-cash benefits for business travel will not be reimbursed by Grant PUD and shall not impact the employee's choice of airline for booking travel when other equivalent air travel options present lower cost alternatives to Grant PUD. If using frequent flyer program benefits for business travel, the employee will complete a Travel Cost Comparison Form at the time of booking to document the personal influence did not result in additional costs to Grant PUD. Airfare purchases made with cash equivalent credits such as gift certificate or airline wallet will be reimbursed.

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.

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Grant PUD is not responsible for the loss of or damage to luggage or other personal property during travel. If damage or loss occurs, the employee should seek reimbursement through their own insurance or attempt to recover directly from the party responsible, such as an airline.

9. Lodging

Grant PUD will pay for lodging when an overnight stay is necessary for Grant PUD business and the temporary work site is located more than 50 miles (most direct route) from the traveler's Established Headquarters or Remote Work Site, whichever is closest. Exceptions to this must be approved in accordance with Section 21 prior to the travel. Examples of reasonable exceptions include:


- To avoid having the employee drive back and forth for back-to-back late night/early morning official Grant PUD business.
- When the health and safety of the employee is of concern.
- When an employee can demonstrate that staying overnight is more economical to Grant PUD (direct financial, work-related costs).

Lodging must be a commercial lodging facility (e.g., motel, hotel, resort, inn). Peer-to-peer property rentals such as Airbnb and VRBO are not allowed.

Employees are expected to use good judgment in the selection of lodging and to utilize the single room government, corporate, or block rates in conjunction with seminar/conference attendance, or lesser available rates when possible. For the period associated with the travel assignment, lodging daily rates (not including taxes and fees) shall not exceed 180% of the [Federal Per Diem](#) maximum daily lodging rate in effect at the time of travel for the location of the travel assignment ("Maximum Allowable Rate"). Maximum Allowable Rate will be calculated as average over length of stay. Lodging will be reimbursed at actual cost. Detailed receipts are required to document the payment. Lodging costs that exceed the Maximum Allowable Rate and associated taxes and fees will be paid by the employee. When this occurs, taxes will be prorated between the allowable and unallowable costs. Allowable lodging costs include the lodging rate, applicable taxes, and fees, but do not include incidentals, damages, etc.

On an exception basis in accordance with Section 21, an increase to the Maximum Allowable Rate may be approved when circumstances require. Such approval and justification must be included in the approved TA documentation. Examples of reasonable exceptions include:

- When costs in the applicable area have escalated for a brief period due to special events or disasters.

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- Affordable lodging is not available at the location of the travel assignment and the savings achieved from occupying less expensive lodging at a more distant site are offset by an increase in transportation or other costs.
- When the health and safety of the employee is at risk.

10. Meal Reimbursement

A. General

Reimbursement for meals for all business travel outside of Grant County and/or Grant PUD's service territory will be limited to the Federal Per Diem rate, which will be pro-rated, based on the federal per diem meal allowance breakdown, depending on the time of travel. Per diem includes the cost of the meal and the associated taxes and tips. Employees are eligible to receive a meal allowance if the business trip requires them to be in travel status during their normal mealtime (i.e., breakfast, lunch, dinner). To be eligible for the breakfast per diem, an employee must be in travel status at 6:30 am. To be eligible for the lunch per diem, an employee must be in travel status at 12:30 pm. To be eligible for the dinner per diem, an employee must be in travel status at 6:30 pm. Travel status is defined as the official status of an employee when they are away from their Established Headquarters and their Remote Work Site on Grant PUD-related business, exclusive of commuting between their Established Headquarters and their Remote Work Site. Per diem meal allowances are reimbursable even if meals are provided at the meeting, conference, convention, or training. This is optional and not required.

If the employee travels through multiple locations in a day, the per diem rate for the final destination will be used for applicable meal reimbursement. For overnight travel, the hotel location is used as the final destination for meal reimbursements. For return travel, the per diem rate for the location the employee is departing is used for applicable meal reimbursements. When calculating per diem, local time is used throughout the travel status period without accounting for time zone changes.


Any non-travel meal expense must be in accordance with Grant PUD's Non-Travel Meal Policy.

B. Meals provided under the Business Relation Event Expenses and Day Travel

For day travel outside of Grant PUD's service territory/projects (no overnight stay), employees will be paid a taxed per diem for the location of the travel.

C. Overnight Travel

For overnight travel outside of Grant PUD's service territory/projects, employees will be paid a non-taxed per diem for the location that the employee is staying overnight.

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11. Ground Transportation

A. General

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 number.

Carpooling should be used whenever feasible.

Shuttle, transit, and taxi costs will be reimbursed based on actual cost plus a tip not to exceed 20%, if appropriate. When possible, employees should use the most economical method of travel.

Employees may claim mileage, local transportation, use a Grant PUD vehicle, or use the rental car for nominal travel for meals, but any substantial non-business travel must be paid for by the employee.

B. Personal Vehicle Use

Although the use of fleet vehicles is preferred, the use of personal vehicles for Grant PUD business is allowed and will be reimbursed at the current [IRS Standard Mileage Rates](#). The mileage rate covers the cost of operating an average vehicle, including gasoline, maintenance and repairs, insurance, and depreciation.


Employees will not be paid mileage or travel expenses to commute to their Established Headquarters. This does not apply to elected officials (see RCW 54.12.080).

Mileage for workday travel within Grant County, in excess of commuting, will be reimbursed. For example, travel between the employee's Established Headquarters and another Grant PUD work site (EHQ to/from HOB, MLLO to/from EHQ, etc.). See FIN-AC-REF-101, Local Mileage Chart.

When traveling on Grant PUD business under an approved TA, mileage will be paid for the lesser of the distance between the travel destination and the employee's Established Headquarters or the travel destination and the employee's home or Remote Work Site. If travel occurs on a normally scheduled day off, reimbursement will be calculated from the employee's home.

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 do not exclude business use.

Grant PUD uses internet 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."

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Grant PUD will not reimburse out-of-pocket costs for parking tickets, moving violations, or damages and insurance deductibles related to the use of personal vehicles for official Grant PUD business.

C. Rental Cars

The use of a rental car is permitted when it is in the interest of Grant PUD to do so. This transportation option should be on a limited basis when other transportation options are not available or cost effective. Prior approval from the immediate supervisor via the TA is required.

Employees must obtain the lowest cost option for the type of vehicle necessary to meet the business need. Up to mid-size vehicles or equivalent are allowed. The cost of parking, gas, and all related costs should be considered and documented when determining the appropriate lowest cost option during the TA process. If a special or upgrade is offered that is less than or equal to the appropriate lowest cost option, or if additional room is required to accommodate multiple employees traveling together, documentation must be included with the SOE, as well as the cost analysis validating the reason for the upgrade.

Actual cost will be reimbursed when the use of a rental car is necessary and economically beneficial to Grant PUD.

Insurance for the exclusive business use of U.S. & Canadian rentals are covered by Grant PUD's insurance policy and should not be purchased.

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.

Excess charges due to not returning rental vehicles with the appropriate fuel level as required by the rental agreement will not be reimbursed.


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.

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.

Grant PUD will not reimburse out-of-pocket costs for parking tickets or moving violations related to the use of a rental car for official Grant PUD business.

12. Travel Changes and Cancellations

In the event Grant PUD travel plans are changed or cancelled, the employee shall take all steps possible to secure refunds of travel expenditures and prevent unnecessary costs. Grant PUD will pay for fees associated with changing or cancelling reservations provided Grant PUD

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required the change, the change results in offsetting cost savings, or the change was beyond the control of the employee. Additional expenses and fees incurred as a result of mistake or inadvertence may be approved on an exception basis in accordance with Section 21 and attached to the SOE. Penalties or cancellation charges incurred for any other reason will be the responsibility of the employee. Additionally, in accordance with Section 6, travel expenditures paid for on personal cards will be not be reimbursed if travel did not occur.

13. Other Expenses

Certain miscellaneous expenses incurred while on travel status may be eligible for reimbursement at Grant PUD's discretion if they relate to the conduct of official Grant PUD business and are necessary and reasonable. Examples include mail, shipping, and printing fees and office supplies. These expenses are not protected under the \$50.00 receipt rule. Receipts are always required.

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.


14. Remote Work Sites

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 the 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.

In the event an employee's Established Headquarters is their Remote Work Site (see Section 3 of the Remote Work Policy), Grant PUD will pay for travel expenses to and from Grant County (limited to transportation only – mileage, airfare, rental car, etc.) when required for Grant PUD business purposes as well as all applicable travel expenses related to training and conferences calculated from their Remote Work Site as their Established Headquarters rather than Grant County. All travel must be pre-approved by the employee's supervisor in advance of making travel arrangements and documented on a TA.

15. Combining Business and Personal Travel

When personal and business travel are combined, employees must exercise special care not to seek reimbursement for expenses that are personal. The employee must separate the expenses between Grant PUD and personal activities and provide a completed Travel Cost Comparison with their SOE to document personal influence did not result in additional costs to Grant PUD. Any additional net costs due to personal influence will be the responsibility of the employee.

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If an employee chooses to have a non-employee (e.g., spouse, child) join them on an approved business trip, the additional expense incurred is personal. General guidelines for combining business and personal travel include, but are not limited to:

- PCards shall not be used to pay for any personal expenses.
- Allowable expenses will be limited to the costs directly related to business and for the employee only.
- Any additional lodging days beyond the business dates is considered personal and is not reimbursable.
- The meal per diem is allowed for the business dates only. It is not paid for personal days. The TA and SOE must be clear on what dates the employee would have traveled if they didn't extend for personal travel.
- Parking expenses at an airport or hotel must be reduced for personal day expenses.
- Taxi and shuttle expenses during personal days are not reimbursable.
- Any Grant PUD business insurance coverage will not apply during the personal portion of the trip.

16. International Travel


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, and accidental death/dismemberment. Employees traveling outside of the United States should contact Enterprise Risk Management for more details.

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.

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.

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.

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

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obtain documentation confirming auto liability coverage from a Risk Analyst or Administrative Assistant.

Reimbursement will be allowed for documentation required for international travel (passport, visa, etc.).

17. Offsite Departmental Meetings and Retreats

Offsite departmental meetings and retreats are permitted within Grant County and/or Grant PUD's service territory. Overnight events are not allowed at Grant PUD's expense. Grant employees choosing to schedule overnight events recognize costs to be personal and are not reimbursable. Employees are allowed to decline social events occurring outside of normal business hours. Meals will adhere to Section 10 guidelines. Executive Leadership Team members will ensure clear communication of expectations and compliance with these guidelines.

18. 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. The supervisor shall contact Safety, contact Enterprise Risk Management, and submit a Condition Report as soon as possible.


19. Travel During a Declared Emergency or Disaster

When traveling out-of-state on Grant PUD business during a declared emergency or disaster, 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 declared emergency or disaster. It is the employee's responsibility to understand and follow all Washington State health and safety requirements upon returning from out-of-state business travel.

20. Not Allowable

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

- 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.
- Alcoholic beverages.

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- Promotional hosting.
- Valet services, unless there are no other parking options (explanation must be provided).
- Off-site departmental meetings and retreats outside Grant County and/or Grant PUD's service territory.
- Other expenses not directly related to the business travel.

21. Policy Exceptions

Exceptions, where specifically allowed within this policy only, must have two levels of approval within the employee's chain of command (e.g., supervisor and manager, manager and senior manager, senior manager and managing director), up to the General Manager. Accounting will maintain an exception log and provide a quarterly report to Executive Management.

Exceptions not specifically identified within this policy will require General Manager/CEO approval. Exception shall be specifically identified with clear approval of said exception. If not approved, the employee will be responsible for the expense.

Exceptions requested to comply with provisions of the Americans with Disabilities Act require prior approval of HR.

Failure to obtain the required approvals in advance will be considered non-compliance with this policy pursuant to Section 23 below.


22. Dispute Resolution

Employees who have a dispute regarding the application of this policy may request to meet with the Senior Manager of Accounting. The meeting request shall include a summary of the employee's concern and any related documents. If, following this meeting, the employee wishes to pursue the matter, the employee may request a meeting with the Chief Financial Officer (CFO). The meeting will be scheduled at a mutually convenient time and the CFO shall render their decision in writing as soon as practical.

23. Non-Compliance

Non-compliance with this policy, including recurring instances of mistake or inadvertence resulting in additional expense to Grant PUD, will be treated as a performance issue and may result in appropriate corrective action in accordance with Grant PUD's Progressive Discipline Policy. Such action may include employee responsibility for the expense, revocation of travel privileges, or any other discipline determined to be appropriate by Grant PUD. For bargaining unit employees, discipline will be carried out consistent with section 2.4.1 of the Collective Bargaining Agreement.

24. Risks/Risk Owners

Effective Date: 11/1/2025	Version: 7 Supersedes: 6	Related Documents: See Section 23
 <div style="text-align: center;">DISTRICT POLICY</div>		
Approved by: GM/CEO and CFO		Regulation: Chapter 42.24 RCW, 5 CFR § 2635 Subpart B, SAO Best Practices for Travel Expenditures (July 2019), Resolution 9023
Policy Owner: Senior Manager Accounting		Policy Category: Financial

This policy, along with other control mechanisms, is intended to mitigate the following risks:

- Authority Risk
- Integrity Risk
- Physical Security Risk
- Health & Safety Risk
- Regulatory Risk
- Reputation Risk

Risk Owners are Grant PUD supervisors, Grant PUD employees who travel for Grant PUD business, and Grant PUD employees who assist in the administration of travel-related activities.

25. Related Documents

Additional documents and resources related to this policy include, but is not limited to:

- Travel Cost Comparison Form
- Local Mileage Chart
- Procurement Card Program
- Vehicle/Asset Usage Policy
- Remote Work Policy
- Progressive Discipline Policy
- Non-Travel Meals Policy
- Business Relations Event Expenses Policy

26. Review/Revision History

Date	Description
1/1/2001	New travel policy established via Resolution 7395
6/4/2007	Revised advance travel section via Resolution 8127
3/5/2012	Revision details unknown
4/11/2022	Revised out of date references throughout, addressed travel expenses associated with Remote Work Sites
8/15/2022	Revised Section 11 to address reimbursement of travel expenses for employees with an Established Headquarters exception.
8/1/2023	Definition and clarity added throughout the entire policy. Added new sections for Exceptions, Dispute Resolution, and Non-Compliance. Removed non-travel meals and Share the Savings. Resolution 9023.
11/1/2025	Added clarity to responsibilities and processes throughout, revise maximum for preferred/upgraded seats and lodging, new Section 12 (changes and cancellations), new Section 17 (off-site dept meetings/retreats).

RESOLUTION NO. 9023

A RESOLUTION AMENDING GRANT PUD'S TRAVEL POLICY AND SUPERSEDING ALL PRIOR
RESOLUTIONS RELATING TO GRANT PUD'S TRAVEL POLICY

Recitals

1. Grant PUD desires to update the Travel Policy to clarify expectations, strengthen internal controls, and ensure consistency and equity in the application of the policy; and
2. Grant PUD's Executive Management has reviewed the attached Travel Policy and recommends its adoption.

NOW, THEREFORE, BE IT RESOLVED by the Commission of Public Utility District No. 2 of Grant County, Washington, that:

Section 1. The attached Travel Policy is hereby approved and adopted and shall be effective August 1, 2023.

Section 2. The General Manager/CEO is authorized to modify Grant PUD's Travel Policy from time to time subject to the following limitations:

1. Employee travel shall be limited to that which is necessary for and consistent with Grant PUD business requirements.
2. The policy and travel reimbursements shall always be subject to and consistent with the requirements of all applicable laws and regulations.
3. Only reasonable and necessary travel and expenses incurred in accordance with the requirements contained herein shall be reimbursed by Grant PUD.
4. All travel shall be done in the most prudent and economical manner.
5. Any proposed change to the policy shall be submitted to Grant PUD's Commission at least 20 days prior to being put into effect. For clarity, the 20-day timeline begins on the date of the applicable Commission meeting.

Section 3. As of August 1, 2023, any prior resolutions inconsistent with the Travel Policy adopted herein, including Resolution Nos. 7395 and 8127, are hereby superseded to the extent of the inconsistency.

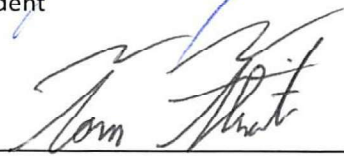
PASSED AND APPROVED by the Commission of Public Utility District No. 2 of Grant County, Washington, this 27th day of June, 2023.

ATTEST:

Secretary



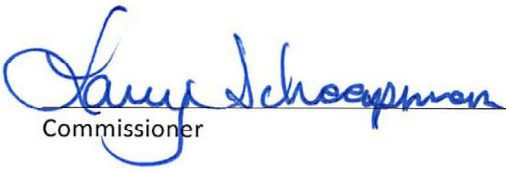
President




Vice President



Commissioner



Commissioner

Effective Date: <u>11/18/1/2025</u>	Version: <u>21</u> Supersedes: <u>1NA</u>	Related Documents: Employee Recognition Policy, Community Benefit Activity Policy, Recruitment Expenses Policy
 <div style="text-align: center;">DISTRICTWIDE POLICY</div>		
Approved by: <u>Commissioner/GM/CEO and CFO</u>		Regulation: Chapter 42.24 RCW, Resolution 9022
Policy Owner: Senior Manager Accounting		Policy Category: Financial

FIN-AC-POL-220 – NON-TRAVEL MEALS

1. Scope

This policy applies to all Grant PUD employees.

2. Policy Statement

The purpose of this policy is to establish standards for Grant PUD payment or reimbursement of prudent, necessary, and legitimate meal expenses incurred during official Grant PUD business not associated with travel. ~~This includes off site departmental meetings retreats. Additional guidance for such events can be found in the Addendum FIN-AC-POL-220A Addendum to the Non-Travel Meals Policy.~~

This policy does not cover employee meals for day or overnight travel outside of Grant PUD's service territory/projects. See Travel Policy.

3. Policy


3.1 In accordance with guidance provided by the Washington State Attorney General's Office, refreshments (snacks or food and beverage typically consumed between meals) are not reasonable or necessary business expenses and are not allowed at Grant PUD's expense with the following exception:

- Annual Biometric screening events for safety concerns related to blood draws. Maximum allowable expense of \$500 for juice and snacks.

No other exceptions will be permitted.

~~3.1.3.2~~ A meal may be allowed for meetings, trainings, or events held to conduct official Grant PUD business when one or more of the following requirements are met:

- In-person participation is required for a period of four hours or more that runs through the normal meal period (e.g., noon to 1:00 pm), and cannot reasonably be held at any other time, and it is held at a location where participants cannot reasonably be expected to obtain and consume a meal within one hour on their own because food service options are limited or unavailable.
- It is held at an offsite facility where food is included or use of the facility caterer is required as part of the facility rental.

Effective Date: <u>11/18/1/2025</u> ³	Version: <u>21</u> Supersedes: <u>1NA</u>	Related Documents: Employee Recognition Policy, Community Benefit Activity Policy, Recruitment Expenses Policy
 <h2 style="text-align: center;">DISTRICTWIDE POLICY</h2>		
Approved by: <u>Commission GM/CEO and CFO</u>		Regulation: Chapter 42.24 RCW, Resolution 9022
Policy Owner: Senior Manager Accounting		Policy Category: Financial

~~It is held at a location where participants cannot reasonably be expected to obtain and consume a meal within one hour on their own because food service options are limited or unavailable.~~

- It is a team celebration authorized in accordance with the Employee Recognition Policy.
- It is provided as part of Grant PUD's new hire orientation facilitated by Human Resources and Organizational Development.

Prior written approval of the Senior Manager or above is required. The Senior Manager or above will determine if the request is within the constraints above. The employee must include the following in their request:

- Business purpose
- Direct benefit to Grant PUD
- Agenda, including dates and times
- Names of anticipated attendees (including instructors), whether they are a Grant PUD employee, contractor, or member of the community, their title, and their capacity as it relates to Grant PUD business
- Estimated cost


3.23.3 Costs for meals (which may include beverage) shall be approached in the most economical manner and shall not exceed 150% of the federal per diem rate for the applicable meal per person, including taxes. Delivery charges and tips, which shall not exceed 20%, are allowed and are incremental to this amount. The incidental rate is not applicable.

3.3 With prior written approval of the General Manager and Sr Manager of Accounting, District-wide employee activities or events that serve a Grant PUD purpose may include a meal at Grant PUD's expense, subject to the cost limitations in Section 3.~~6~~3 above and reasonable attendance estimates. Approval will be completed 60 days in advance of the event. This includes ÷

3.4 Annual District-wide Together in Excellence~~Employee Appreciation~~ Event.


~~3.5 Annual Safety Days Event in accordance with request as outlined in Annual biometric screening events may include juice and snacks at Grant PUD's expense provided such expense does not exceed \$.00.~~

3.5 Offsite departmental meetings and retreats are permitted within Grant County and/or Grant PUD's service territory. Overnight events are not allowed at Grant PUD's expense and are considered optional. Grant employees choosing to schedule overnight events

Effective Date: <u>11/18/1/2025</u>	Version: <u>21</u> Supersedes: <u>1NA</u>	Related Documents: Employee Recognition Policy, Community Benefit Activity Policy, Recruitment Expenses Policy
 <h2 style="text-align: center;">DISTRICTWIDE POLICY</h2>		
Approved by: <u>Commissioner GM/CEO and CFO</u>		Regulation: Chapter 42.24 RCW, Resolution 9022
Policy Owner: Senior Manager Accounting		Policy Category: Financial

recognize costs to be personal and are not reimbursable. Employees are allowed to decline social events occurring outside of normal business hours. Meals will adhere to Section 3.2 guidelines. Executive Leadership Team members will ensure clear communication of expectations and compliance with these guidelines.

- 3.6 With prior written approval of the Senior Manager or above, retirement or farewell events for employees leaving Grant PUD that are held on Grant PUD premises may include food (e.g., cake, ice cream), plates, utensils, and napkins at Grant PUD's expense with a maximum expenditure of \$100.00 per event. This does not include gifts, flowers, or other items that are not shared with other attendees. The request for reimbursement must include itemized receipts, the name of the retiring employee, and the date of the retirement or farewell event.
- 3.7 Employees authorized to participate in a service club in accordance with the Community Activity Policy are eligible for reimbursement of the actual meal expense if it is directly related to and necessary for attending the business meeting. Such expense shall be subject to the cost limitations in Section 3.C3 above. The business purpose must be included in the request for reimbursement.
- 3.8 Meals shall not be provided at Grant PUD's expense for the following:
 - Employee birthdays, weddings, baby showers, anniversaries, or other occasions of a personal nature. Exceptions to these requirements are not permitted.
 - Holiday celebrations
 - Meals provided to candidates as part of the recruitment process unless approved as an exception in accordance with Section 4 below. If allowed as an exception, the candidate is not eligible to claim per diem for that meal.
 - Meals provided as a welcome for new hires, except for those provided at Grant PUD's new hire orientation in accordance with Section 3.B2 above.
- 3.9 The employee must attach the approval documentation required by this policy to the applicable PCard reconciliation, direct invoice, or employee request for reimbursement.
- 3.10 Non-travel meal expenses 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. This should not be construed to permit promotional hosting.

Effective Date: <u>11/18/1/2025</u> ³	Version: <u>21</u> Supersedes: <u>1NA</u>	Related Documents: Employee Recognition Policy, Community <u>Benefit</u> Activity Policy, Recruitment Expenses Policy
 <div style="text-align: center;">DISTRICTWIDE POLICY</div>		
Approved by: <u>Commission</u> GM/CEO and CFO		Regulation: Chapter 42.24 RCW, Resolution 9022
Policy Owner: Senior Manager Accounting		Policy Category: Financial

If the non-employee is a Grant PUD contractor, it is the responsibility of the employee coordinating to ensure the contractor does not charge Grant PUD for the provided meals through their invoice.

3.11 This policy applies whether the expense is paid through PCard, direct invoice, or employee reimbursement via a Statement of Expense.

4. Policy Exceptions

Any exceptions to this policy must have prior written approval from a member of Executive Management. Accounting will maintain an exception log and provide a quarterly report to Executive Management.

The meal criteria specified in Section 3.B2 does not apply to elected officials (see RCW 54.12.080).

5. Non-Compliance

Non-compliance with this policy, including recurring instances of mistake or inadvertence resulting in additional expense to Grant PUD, will be treated as a performance issue and may result in appropriate corrective action in accordance with Grant PUD's Progressive Discipline Policy. Such action may include employee responsibility for the expense or other discipline determined to be appropriate by Grant PUD. For bargaining unit employees, discipline will be carried out consistent with section 2.4.1 of the Collective Bargaining Agreement.

6. Risks/Risk Owners


This policy, along with other control mechanisms, is intended to mitigate the following risks:

- Authority Risk
- Integrity Risk
- Regulatory Risk
- Reputation Risk


Risk Owners are all Grant PUD employees who either approve and/or purchase non-travel meals.

7. Review/Revision History

Date	Description
8/1/2023	<u>Initial v1</u> Effective Date (<u>Resolution 9022</u>)
3/25/ <u>2024</u>	Added <u>reference to</u> addendum regarding employee retreats.

Effective Date: <u>11/18/1/2025</u> ³	Version: <u>21</u> Supersedes: <u>1NA</u>	Related Documents: Employee Recognition Policy, Community <u>Benefit</u> Activity Policy, Recruitment Expenses Policy
 <div style="text-align: center;">DISTRICTWIDE POLICY</div>		
Approved by: <u>Commission</u> GM/CEO and CFO		Regulation: Chapter 42.24 RCW, Resolution 9022
Policy Owner: Senior Manager Accounting		Policy Category: Financial

<u>11/1/2025</u>	<u>Added clarity to responsibilities and processes throughout.</u>
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Effective Date: 11/1/2025	Version: 2 Supersedes: 1	Related Documents: Employee Recognition Policy, Community Benefit Activity Policy, Recruitment Expenses Policy
 <h1 style="text-align: center;">DISTRICT POLICY</h1>		
Approved by: GM/CEO and CFO	Regulation: Chapter 42.24 RCW, Resolution 9022	
Policy Owner: Senior Manager Accounting	Policy Category: Financial	

FIN-AC-POL-220 – NON-TRAVEL MEALS

1. Scope

This policy applies to all Grant PUD employees.

2. Policy Statement

The purpose of this policy is to establish standards for Grant PUD payment or reimbursement of prudent, necessary, and legitimate meal expenses incurred during official Grant PUD business not associated with travel.

This policy does not cover employee meals for day or overnight travel outside of Grant PUD's service territory/projects. See Travel Policy.

3. Policy


3.1 In accordance with guidance provided by the Washington State Attorney General's Office, refreshments (snacks or food and beverage typically consumed between meals) are not reasonable or necessary business expenses and are not allowed at Grant PUD's expense with the following exception:

- Annual Biometric screening events for safety concerns related to blood draws. Maximum allowable expense of \$500 for juice and snacks.

No other exceptions will be permitted.

3.2 A meal may be allowed for meetings, trainings, or events held to conduct official Grant PUD business when one or more of the following requirements are met:

- In-person participation is required for a period of four hours or more that runs through the normal meal period (e.g., noon to 1:00 pm), and cannot reasonably be held at any other time, and it is held at a location where participants cannot reasonably be expected to obtain and consume a meal within one hour on their own because food service options are limited or unavailable.
- It is held at an offsite facility where food is included or use of the facility caterer is required as part of the facility rental.
- It is a team celebration authorized in accordance with the Employee Recognition Policy.
- It is provided as part of Grant PUD's new hire orientation facilitated by Human Resources and Organizational Development.

Effective Date: 11/1/2025	Version: 2 Supersedes: 1	Related Documents: Employee Recognition Policy, Community Benefit Activity Policy, Recruitment Expenses Policy
 <h2 style="text-align: center;">DISTRICT POLICY</h2>		
Approved by: GM/CEO and CFO		Regulation: Chapter 42.24 RCW, Resolution 9022
Policy Owner: Senior Manager Accounting		Policy Category: Financial

Prior written approval of the Senior Manager or above is required. The Senior Manager or above will determine if the request is within the constraints above. The employee must include the following in their request:

- Business purpose
- Direct benefit to Grant PUD
- Agenda, including dates and times
- Names of anticipated attendees (including instructors), whether they are a Grant PUD employee, contractor, or member of the community, their title, and their capacity as it relates to Grant PUD business
- Estimated cost


3.3 Costs for meals (which may include beverage) shall be approached in the most economical manner and shall not exceed 150% of the [federal per diem rate](#) for the applicable meal per person, including taxes. Delivery charges and tips, which shall not exceed 20%, are allowed and are incremental to this amount. The incidental rate is not applicable.

3.4 With prior written approval of the General Manager and Sr Manager of Accounting, District-wide employee activities or events that serve a Grant PUD purpose may include a meal at Grant PUD's expense, subject to the cost limitations in Section 3.3 above and reasonable attendance estimates. Approval will be completed 60 days in advance of the event. This includes Annual District-wide Together in Excellence Event.

3.5 Offsite departmental meetings and retreats are permitted within Grant County and/or Grant PUD's service territory. Overnight events are not allowed at Grant PUD's expense and are considered optional. Grant employees choosing to schedule overnight events recognize costs to be personal and are not reimbursable. Employees are allowed to decline social events occurring outside of normal business hours. Meals will adhere to Section 3.2 guidelines. Executive Leadership Team members will ensure clear communication of expectations and compliance with these guidelines.

3.6 With prior written approval of the Senior Manager or above, retirement or farewell events for employees leaving Grant PUD that are held on Grant PUD premises may include food (e.g., cake, ice cream), plates, utensils, and napkins at Grant PUD's expense with a maximum expenditure of \$100.00 per event. This does not include gifts, flowers, or other items that are not shared with other attendees. The request for reimbursement must include itemized receipts, the name of the retiring employee, and the date of the retirement or farewell event.

3.7 Employees authorized to participate in a service club in accordance with the Community Activity Policy are eligible for reimbursement of the actual meal expense if

Effective Date: 11/1/2025	Version: 2 Supersedes: 1	Related Documents: Employee Recognition Policy, Community Benefit Activity Policy, Recruitment Expenses Policy
 <h2 style="text-align: center;">DISTRICT POLICY</h2>		
Approved by: GM/CEO and CFO		Regulation: Chapter 42.24 RCW, Resolution 9022
Policy Owner: Senior Manager Accounting		Policy Category: Financial

it is directly related to and necessary for attending the business meeting. Such expense shall be subject to the cost limitations in Section 3.3 above. The business purpose must be included in the request for reimbursement.

3.8 Meals shall not be provided at Grant PUD's expense for the following:

- Employee birthdays, weddings, baby showers, anniversaries, or other occasions of a personal nature. Exceptions to these requirements are not permitted.
- Holiday celebrations
- Meals provided to candidates as part of the recruitment process unless approved as an exception in accordance with Section 4 below. If allowed as an exception, the candidate is not eligible to claim per diem for that meal.
- Meals provided as a welcome for new hires, except for those provided at Grant PUD's new hire orientation in accordance with Section 3.2 above.

3.9 The employee must attach the approval documentation required by this policy to the applicable PCard reconciliation, direct invoice, or employee request for reimbursement.

3.10 Non-travel meal expenses 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. This should not be construed to permit promotional hosting.

If the non-employee is a Grant PUD contractor, it is the responsibility of the employee coordinating to ensure the contractor does not charge Grant PUD for the provided meals through their invoice.


3.11 This policy applies whether the expense is paid through PCard, direct invoice, or employee reimbursement via a Statement of Expense.

4. Policy Exceptions

Any exceptions to this policy must have prior written approval from a member of Executive Management. Accounting will maintain an exception log and provide a quarterly report to Executive Management.

The meal criteria specified in Section 3.2 does not apply to elected officials (see RCW 54.12.080).

5. Non-Compliance

Effective Date: 11/1/2025	Version: 2 Supersedes: 1	Related Documents: Employee Recognition Policy, Community Benefit Activity Policy, Recruitment Expenses Policy
 <h2 style="text-align: center;">DISTRICT POLICY</h2>		
Approved by: GM/CEO and CFO		Regulation: Chapter 42.24 RCW, Resolution 9022
Policy Owner: Senior Manager Accounting		Policy Category: Financial

Non-compliance with this policy, including recurring instances of mistake or inadvertence resulting in additional expense to Grant PUD, will be treated as a performance issue and may result in appropriate corrective action in accordance with Grant PUD's Progressive Discipline Policy. Such action may include employee responsibility for the expense or other discipline determined to be appropriate by Grant PUD. For bargaining unit employees, discipline will be carried out consistent with section 2.4.1 of the Collective Bargaining Agreement.

6. Risks/Risk Owners

This policy, along with other control mechanisms, is intended to mitigate the following risks:

- Authority Risk
- Integrity Risk
- Regulatory Risk
- Reputation Risk

Risk Owners are all Grant PUD employees who either approve and/or purchase non-travel meals.

7. Review/Revision History

Date	Description
8/1/2023	Initial Effective Date (Resolution 9022)
3/25/2024	Added reference to addendum regarding employee retreats.
11/1/2025	Added clarity to responsibilities and processes throughout.

RESOLUTION NO. 9022

A RESOLUTION ADOPTING A NON-TRAVEL MEALS POLICY

Recitals

1. Grant PUD desires to establish a Non-Travel Meals Policy to clarify expectations, strengthen internal controls, and ensure consistency and equity related to such expenses; and
2. Grant PUD's Executive Management has reviewed the Non-Travel Meals Policy and recommends its adoption.

NOW, THEREFORE, BE IT RESOLVED by the Commission of Public Utility District No. 2 of Grant County, Washington, that:

Section 1. The Non-Travel Meals Policy attached hereto is hereby adopted and shall be effective August 1, 2023.

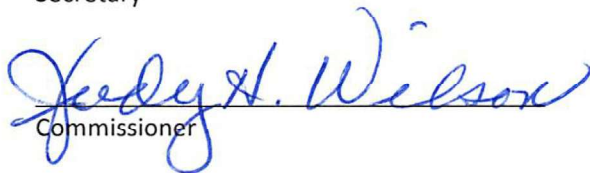
Section 2. The General Manager/CEO is authorized to modify Grant PUD's Non-Travel Meals Policy from time to time subject to the following limitations:

1. Expenses shall be limited to that which is necessary for and consistent with Grant PUD business requirements.
2. The policy and reimbursements shall always be subject to and consistent with the requirements of all applicable laws and regulations.
3. Only reasonable and necessary expenses incurred in accordance with the requirements contained herein shall be reimbursed by Grant PUD.
4. Any proposed change to the policy shall be submitted to Grant PUD's Commission at least 20 days prior to being put into effect. For clarity, the 20-day timeline begins on the date of the applicable Commission meeting.

PASSED AND APPROVED by the Commission of Public Utility District No. 2 of Grant County, Washington, this 27th day of June, 2023.

ATTEST:

Secretary


Commissioner


President


Vice President


Commissioner