

MEMORANDUM

July 26, 2022

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

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

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

SUBJECT: Updated Travel and Expense Reimbursement Policy, Resolution 7395

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

Discussion: Grant PUD's Remote Work Policy was recently revised to include an exception to the Established Headquarters requirement for certain employees hired prior to April 11, 2022, which is when Grant PUD implemented the current remote work framework. The update is specific to a small population of employees hired remote, out-of-state as directed by the executive team. This exception requires that the Travel and Expense Reimbursement Policy is also revised to document the travel reimbursement parameters for those employees covered by the exception. See Section 11 of the attached, red-lined Travel and Expense Reimbursement Policy.

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

- Commission memo
- Copy of Resolution 7395
- Legal review
- Red-lined version of the policy to identify edits (see Section 11)
- Clean copy of the revised Travel and Expense Reimbursement Policy (v5)
- Remote Work Policy (v4)

Leah Mauceri

From: Mitchell Delabarre
Sent: Thursday, July 14, 2022 12:54 PM
To: Leah Mauceri
Subject: RE: For Legal Review - Travel Policy v5

These look good. I do not have anything to add.
Mitch

Mitchell P. Delabarre
General Counsel/Chief Legal Officer
Grant PUD
mdelaba@gcpud.org
509 793-1565

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From: Leah Mauceri <Lmaucer@gcpud.org>
Sent: Tuesday, July 12, 2022 1:24 PM
To: Mitchell Delabarre <Mdelaba@gcpud.org>
Subject: For Legal Review - Travel Policy v5

Mitch – Attached for your review is draft Travel Policy v5 and a Commission memo, providing 20 days notice of the policy change per Resolution 7395. I'd like to submit these docs this week for the 7/26 packet. Do you have any concerns?

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

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

1. Scope

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

2. Policy Statement

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

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

3. Responsibility

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

4. Travel Authorization

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

5. Statement of Expenses

All overnight travel will be documented by a Statement of Expense (SOE). The original approved SOE will be submitted to Accounts Payable to obtain reimbursement for out-of-pocket costs. If an employee has charged costs in excess of the reimbursable costs, the

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original statement will document the repayment to Grant PUD. A copy will be submitted with any Grant PUD credit card expenses and/or to advance travel if applicable.

6. Credit Cards

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

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

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

7. Travel Advance

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

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

9. Lodging

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

10. Meals/Meeting Refreshments

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

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

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2) Day Travel - No Overnight Stay

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

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

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

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

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

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

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

The following shall be identified with the reimbursement claim:

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

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

11. Ground Transportation

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

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

12. Spouse on Trip

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

13. Share the Savings

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

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

14. Other Expenses

- A. Reasonable laundry services will be allowed for employees when domestic travel exceeds 7 days or when a domestic trip is unexpectedly extended; foreign travel per diem includes allowance for laundry expenditures.
- B. Reimbursement will be allowed for documentation required for international travel (passport, visa, etc.).

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- C. Miscellaneous services (taxi, shuttle, bus, tolls, laundry, parking, etc.) under \$75 do not require a receipt, but one is preferred.

15. International Travel

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

16. Emergencies

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

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

17. Travel During a Pandemic

When traveling out-of-state on Grant PUD business during a pandemic, certain restrictions and requirements may apply. Prior to initiating travel, employees must contact the Safety Department to determine what restrictions and requirements apply in the state or country to

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which the employee is traveling. It is the employee's responsibility to abide by and adhere to the applicable state/country restrictions and requirements while traveling on Grant PUD business. Similarly, Washington State may have certain restrictions and requirements for travelers returning from out-of-state during a pandemic. It is the employee's responsibility to understand and follow all Washington State pandemic-related health and safety requirements upon returning from out-of-state business travel.

18. Not Allowable

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

- A. Airline upgrades.
- B. Business class or first-class flights.
- C. Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities, and related incidental costs.
- D. Promotional hosting.
- E. Valet services, unless there are no other parking options (explanation must be provided).
- F. Other expenses not directly related to the business travel.

19. Documentation Requirements

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

20. Other

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

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D. If an advance was obtained, a copy of the SOE goes to the Advance Travel Custodian with any balance due to Grant PUD from the advance.

21. Risks/Risk Owners

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

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

B. Risk Owners:

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

22. Review/Revision History

Date	Description
v1 1/1/2001	New travel policy established via Resolution 7395
v2 6/4/2007	Revised advance travel section
v3 3/5/2012	Revision details unknown
v4 4/11/2022	Revised out of date references throughout, addressed travel expenses associated with Remote Work Sites
<u>v5 8/15/2022</u>	<u>Revised Section 11 to address reimbursement of travel expenses for employees with an Established Headquarters exception.</u>

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

9. Lodging

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

10. Meals/Meeting Refreshments

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

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

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

Effective Date: 8/15/2022	Version: 5 Supersedes: 4	Related Documents: Procurement Card Program, Vehicle/Asset Usage Policy, Remote Work Policy
		DISTRICTWIDE POLICY
Approved by: GM delegated to CFO	Regulation: RCW 42.24.120, RCW 42.24.115, RCW 42.24.140, RCW 42.24.150, Resolution 7395	
Policy Owner: AP Supervisor	Policy Category: Financial	

2) Day Travel - No Overnight Stay

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

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

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

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

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

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

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

The following shall be identified with the reimbursement claim:

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

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

11. Ground Transportation

Effective Date: 8/15/2022	Version: 5 Supersedes: 4	Related Documents: Procurement Card Program, Vehicle/Asset Usage Policy, Remote Work Policy
		DISTRICTWIDE POLICY
Approved by: GM delegated to CFO		Regulation: RCW 42.24.120, RCW 42.24.115, RCW 42.24.140, RCW 42.24.150, Resolution 7395
Policy Owner: AP Supervisor		Policy Category: Financial

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

Effective Date: 8/15/2022	Version: 5 Supersedes: 4	Related Documents: Procurement Card Program, Vehicle/Asset Usage Policy, Remote Work Policy
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Policy Owner: AP Supervisor		Policy Category: Financial

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

12. Spouse on Trip

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

13. Share the Savings

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

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

14. Other Expenses

- A. Reasonable laundry services will be allowed for employees when domestic travel exceeds 7 days or when a domestic trip is unexpectedly extended; foreign travel per diem includes allowance for laundry expenditures.
- B. Reimbursement will be allowed for documentation required for international travel (passport, visa, etc.).

Effective Date: 8/15/2022	Version: 5 Supersedes: 4	Related Documents: Procurement Card Program, Vehicle/Asset Usage Policy, Remote Work Policy
		DISTRICTWIDE POLICY
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- C. Miscellaneous services (taxi, shuttle, bus, tolls, laundry, parking, etc.) under \$75 do not require a receipt, but one is preferred.

15. International Travel

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

16. Emergencies

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

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

17. Travel During a Pandemic

When traveling out-of-state on Grant PUD business during a pandemic, certain restrictions and requirements may apply. Prior to initiating travel, employees must contact the Safety Department to determine what restrictions and requirements apply in the state or country to

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Policy Owner: AP Supervisor		Policy Category: Financial

which the employee is traveling. It is the employee’s responsibility to abide by and adhere to the applicable state/country restrictions and requirements while traveling on Grant PUD business. Similarly, Washington State may have certain restrictions and requirements for travelers returning from out-of-state during a pandemic. It is the employee’s responsibility to understand and follow all Washington State pandemic-related health and safety requirements upon returning from out-of-state business travel.

18. Not Allowable

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

- A. Airline upgrades.
- B. Business class or first-class flights.
- C. Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities, and related incidental costs.
- D. Promotional hosting.
- E. Valet services, unless there are no other parking options (explanation must be provided).
- F. Other expenses not directly related to the business travel.

19. Documentation Requirements

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

20. Other

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

Effective Date: 8/15/2022	Version: 5 Supersedes: 4	Related Documents: Procurement Card Program, Vehicle/Asset Usage Policy, Remote Work Policy
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D. If an advance was obtained, a copy of the SOE goes to the Advance Travel Custodian with any balance due to Grant PUD from the advance.

21. Risks/Risk Owners

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

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

B. Risk Owners:

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

22. Review/Revision History

Date	Description
v1 1/1/2001	New travel policy established via Resolution 7395
v2 6/4/2007	Revised advance travel section
v3 3/5/2012	Revision details unknown
v4 4/11/2022	Revised out of date references throughout, addressed travel expenses associated with Remote Work Sites
v5 8/15/2022	Revised Section 11 to address reimbursement of travel expenses for employees with an Established Headquarters exception.

Effective Date: 8/15/2022	Version: 4 Supersedes: 3	Related Documents: See Section 6
 <h1 style="text-align: center;">DISTRICTWIDE POLICY</h1>		
Approved by: Executive Management	Regulation:	
Policy Owner: HR Manager	Policy Category: Employment, Benefits, and Workplace	

HR-RCE-POL-515 – REMOTE WORK

1. Scope

This policy applies to all Grant PUD employees in eligible positions. Bargaining Unit employees should refer to applicable LOAs for additional details.

2. Policy Statement

Grant PUD considers Remote Work to be a viable work arrangement alternative for many reasons, including to improve productivity among employees, reduce costs, and recruitment and retention of a highly qualified workforce by enhancing work/life balance. Remote Work is a work alternative that may be appropriate for some employees and some jobs subject to the provisions of this policy. It is not an entitlement; it is not a Grant PUD-wide benefit; and it in no way changes the terms and conditions of employment with Grant PUD.

3. Definitions

Established Headquarters – the Grant PUD facility or worksite where the employee is required to work when not working remotely. Each employee participating in a Remote Work arrangement will have an Established Headquarters at Grant PUD except for out-of-state employees hired prior to April 11, 2022, or where an agreement exists between the parties prior to April 11, 2022. Such exceptions are subject to change in the event conditions change (e.g., the employee takes a new role at Grant PUD or the employee’s Remote Work Site location changes). HR will maintain a list of approved employees meeting the above requirements for purposes of travel and other administrative needs.

Remote Work – when an employee works one or more days each work week from a Remote Work Site instead of commuting to their Established Headquarters. May also be referred to as Telecommuting or Telework.

Remote Work Site – a physical location approved in the Remote Work Agreement, other than the employee’s Established Headquarters, where official Grant PUD business is performed (e.g., an employee’s residence). For purposes of this policy, a Remote Work Site is a location that is not owned, leased, or managed by Grant PUD, a Grant PUD worksite, a customer site, or a vendor site.

4. Guidelines

4.1 Conditions of Employment. The conditions of employment shall remain the same for remote workers as for employees who are not working remotely. Wages, benefits, and leave accrual will remain unchanged unless there is a change in employment status, scheduled hours that impacts benefit eligibility, or the employee’s Remote Work Site is out-of-state (see HR-BEP-POL-631, Out-of-State Work Policy). In addition, all Grant PUD policies, rules, and procedures shall apply at the Remote Work Site. Failure to follow policies, rules, and procedures may result in termination of the Remote Work arrangement and/or disciplinary action.

Effective Date: 8/15/2022	Version: 4 Supersedes: 3	Related Documents: See Section 6
 <h1 style="text-align: center;">DISTRICTWIDE POLICY</h1>		
Approved by: Executive Management	Regulation:	
Policy Owner: HR Manager	Policy Category: Employment, Benefits, and Workplace	

4.2 **Eligibility.** If the employee’s position is eligible for Remote Work in accordance with their job description, the employee and supervisor will evaluate the following before entering into a Remote Work Agreement:

4.2.1. Employee Suitability: The employee and the supervisor will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful remote workers. The evaluation shall include performance characteristics of the employee, which includes, but is not limited to:

- Conscientiousness about work time and productivity
- Results orientation
- Self-initiated
- Ability to set and accomplish priorities and deadlines
- Effective communication skills
- Availability and responsiveness during scheduled work hours
- Ability to adapt to changing routines and environments
- Ability to work well alone for long stretches of time
- Limited need for feedback
- Willingness to ask for feedback if necessary
- Prior success working in a Remote Work role
- Ability to perform all work electronically when working at a Remote Work Site in accordance with the Managing Grant PUD Records Policy.

4.2.2. Remote Work Site: The employee must have an appropriate workspace (see Section 4.6) and connectivity to successfully telecommute.

Out-of-State Remote Work Sites must be approved in accordance with HR-BEP-POL-630, Out-of-State Work Policy.

4.3 **Remote Work Agreement.** If the employee’s position is eligible for Remote Work in accordance with their job description, either the employee or their supervisor can suggest Remote Work as a possible work arrangement. It will require agreement between the employee, their supervisor, and the applicable Senior Manager or equivalent in a Remote Work Agreement. Remote Work Agreements for Senior Managers and above must be approved by their immediate supervisor. If the Remote Work Site will be out-of-state, additional approvals are required in accordance with HR-BEP-POL-631, Out-of-State Work Policy. If all required approvals have been received, a Remote Work Agreement will be prepared and signed by all Parties to document the agreed upon arrangement and requirements.

The availability of Remote Work as a work arrangement for eligible employees of Grant PUD can be discontinued at any time at the discretion of Grant PUD. Every effort will be made to provide up to 30 days-notice of such a change to accommodate commuting, scheduling, and other issues that may arise from such a change. There may be instances, however, when advance notice is not possible.

Effective Date: 8/15/2022	Version: 4 Supersedes: 3	Related Documents: See Section 6
		<h1>DISTRICTWIDE POLICY</h1>
Approved by: Executive Management	Regulation:	
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Approval of the Remote Work Agreement must be complete before the employee begins Remote Work. The signed Remote Work Agreement will be retained by HR.

Remote Work Agreements shall be reviewed as part of the performance evaluation process to ensure they continue to align with Grant PUD’s goals. Remote Work Agreements must be signed annually. At the supervisor’s discretion, a Remote Work arrangement may be made on a trial basis for a period of less than one year.

Remote Work is not designed to be a replacement for appropriate childcare. Employees working at home must make or maintain caregiver arrangements for children, parents, or others. Prospective remote workers are encouraged to discuss expectations of Remote Work with family members prior to entering into a Remote Work Agreement.

4.4 **Schedule.** Within the Remote Work Agreement, the employee and supervisor will agree on the number of days of Remote Work allowed each pay period within the guidelines provided, the work schedule the employee will customarily maintain, and the manner and frequency of communication. Remote Work does not permit an employee to unilaterally alter their work schedule, and the employee must continue to work their assigned schedule and regular number of hours just as they would if working at their Established Headquarters, unless otherwise arranged in advance for short periods.

When an employee is scheduled to work remotely, the employee must be engaged in performing their assigned duties and must be available for contact during that time just as they would if working at their Established Headquarters.

The supervisor reserves the right to adjust the employee’s schedule to better meet the needs of the workgroup and/or Grant PUD’s interests.

4.5 **Fair Labor Standards Act.** Remote workers who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to record all hours worked in a manner designated by Grant PUD. Hours worked in excess of those specified per day and per workweek, in accordance with state and federal requirements will require the advance approval of the supervisor. Failure to comply with this requirement can result in the immediate termination of the Remote Work Agreement.

All employees will record time accurately as required by standard Grant PUD payroll processing guidelines and as required by Grant PUD’s Code of Ethics.

4.6 **Remote Work Site Requirements.** The employee must establish an appropriate and safe work environment consistent with Grant PUD’s Safety, Facilities, and IT guidelines. Employees are responsible for their Remote Work Site set up. Remote ergonomic assessments can be performed by the Safety Department. The employee may be asked to provide pictures or video sufficient for the supervisor and/or Safety to assess the appropriateness of the working environment.

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At times, the nature of the employee’s work may require space to conduct private conversations without unintended sharing of sensitive company or customer information during calls and/or video meetings. If the Remote Work Site does not have adequate space to do so, the employee will consider having such conversations at a Grant PUD facility.

The employee must have an uninterrupted internet connection that meets, at minimum, a required sustainable speed of 25 Megabits per Second (Mbps) at the Remote Work Site in order for them to perform their job as they would if working at their Established Headquarters. The uninterrupted Internet connection must use a device or router with a firewall capability that must be enabled to block malicious and unauthorized traffic and/or content. All traffic inbound to the Remote Work Site network from the Internet must be blocked by default and only be allowed where explicitly authorized or deemed necessary. While conducting Grant PUD business from a Remote Work Site, all communications to and from a Grant PUD-owned and operated technology resource must use an encrypted communication protocol such as HTTPS, SSL, Proxy, or IPSEC VPNs and must adhere to Grant PUD’s Technology Acceptable Use Policy. The connectivity requirements specified in this paragraph do not apply to temporary mobile work situations (working while at an airport, conference, hotel, etc.), which shall be governed by Grant PUD’s Technology Acceptable Use Policy and Information Classification Policy.

The employee shall not hold in-person business meetings with coworkers, contractors, or customers at their Remote Work Site.

Grant PUD will provide additional accommodations as required to comply with the Americans with Disabilities Act after engaging in an interactive process with the employee making the request for accommodation.

- 4.7 **Equipment Provided by Grant PUD.** Grant PUD will issue standard technology equipment (computer, monitor, keyboard, mouse, docking station), which is to be used solely by the employee for Grant PUD business only in accordance with Grant PUD’s policies and procedures. Employees will be expected to set-up the equipment at their Remote Work Site. The employee is responsible for any damage, theft, or unauthorized use of Grant PUD-owned equipment. Grant PUD reserves the right to make determinations as to appropriate equipment, subject to change at any time.

Equipment supplied by Grant PUD will be maintained by Grant PUD in compliance with established IT standards for equipment maintenance unless it is lost, damaged, or stolen through employee’s negligence or abuse. The employee is responsible for bringing Grant PUD equipment back for inspection, maintenance, and repair or as needed or requested by their supervisor or IT. Upon termination of employment or the Remote Work Agreement, all Grant PUD property will be returned to Grant PUD. Exceptions regarding the return of Grant PUD equipment must be approved by the CXO for that area. The use of personal equipment must be in accordance with Grant PUD’s Technology Acceptable Use Policy.

Effective Date: 8/15/2022	Version: 4 Supersedes: 3	Related Documents: See Section 6
		<h1>DISTRICTWIDE POLICY</h1>
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If desired, the employee may request a Software Phone be installed and configured on their Grant PUD workstation to function as their Grant PUD phone with a corresponding assigned number. Software Phones require supervisor approval.

4.8 **Data Security and Confidentiality.** When working remotely, the employee must be aware of the increased risks of a security breach and must observe the confidentiality, intellectual property, and security requirements set out in Grant PUD's policies. The employee must maintain the confidentiality of all Grant PUD information, prevent unauthorized access to any Grant PUD system or information, and dispose of work-related information in a manner that will not jeopardize the interests of Grant PUD in accordance with Grant PUD's Information Classification Policy and Managing Grant PUD Records Policy.

4.9 **Costs Associated with Remote Work.** Except for the standard technology equipment issued by IT, Grant PUD assumes no responsibility for a remote worker's expenses related to connectivity (internet service), utilities, security, insurance, usage of personal residence, or costs associated with the setup of a Remote Work Site (remodeling, modifications/repairs, furniture, equipment, or lighting) unless otherwise required by law. Employees working remotely may pick up appropriate office supplies at a Grant PUD facility for successful completion of their job responsibilities. Grant PUD will not ship office supplies to employees or provide reimbursement for office supplies.

Travel expenses will be reimbursed in accordance with Grant PUD's Travel Policy.

4.10 **Taxes and other legal implications.** Employees considering Remote Work should consult with a tax expert to determine the tax implications of a home office. Grant PUD will not provide guidance nor claim responsibility for any local, state, or federal tax liability associated with a Remote Work Site. Responsibility for fulfilling all obligations in this area rests solely with the employee. If an employee relocates to a Remote Work Site in any local, state, or federal jurisdiction with tax or payroll liabilities greater than those of the employee's Established Headquarters, then such tax or payroll liabilities would be payable by the employee and would not be borne by Grant PUD unless required by law.

4.11 **Fit for Duty.** Employees conducting Remote Work at a Remote Work Site must be fit for duty while performing and/or conducting Grant PUD business in compliance with Grant PUD's Fitness for Duty Standards and drug and alcohol policy.

4.12 **Ad Hoc Arrangements.** Temporary Remote Work arrangements may be approved for circumstances such as special projects, inclement weather, or during an adverse working condition emergency. Other informal, short-term arrangements may be made for employees on family or medical leave, to the extent practical for the employee and Grant PUD, and with the consent of the employee's health care provider, if appropriate. All informal Remote Work arrangements are made on a case-by-case basis, focusing on the business needs of Grant PUD first, with no expectation of ongoing continuance. Typically, occasional meetings at offsite locations do not fall under this policy.

Effective Date: 8/15/2022	Version: 4 Supersedes: 3	Related Documents: See Section 6
		<h1>DISTRICTWIDE POLICY</h1>
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5. Risks/Risk Owners

5.1 This policy, along with other control mechanisms, is intended to guide our business unit risk owners and their remote working employees as they work towards mitigating the following risks associated with Remote Work:

- Human Capital Risk
- Organizational Structure Risk
- Business Interruption Risk
- Operational Resource Utilization Risk
- Performance Risk
- Quality Risk
- Regulatory Risk
- Reputation Risk
- Operational Health and Safety Risk
- Litigation Risk
- Cyber Security Risk
- Taxation Risk

5.2 Risk Owners:

- Grant PUD supervisors
- Grant PUD employees

6. Related Documents

All Grant PUD policies, rules, and procedures shall apply to employees working under a Remote Work Agreement. Key documents include, but are not limited to:

- Code of Ethics
- Out of State Work Policy
- Remote Work Agreement
- Information Classification
- Managing Grant PUD Records
- Technology Acceptable Use Policy
- Use of Electronic Signatures
- Travel & Expense Reimbursement Policy
- Maintaining a Drug & Alcohol-Free Workplace
- Fitness for Duty Standards

7. Review/Revision History

Date	Description
3/16/2020	v1 Effective Date. This version was implemented during COVID as a Temporary Telecommuting Policy.
4/11/2022	v2 Effective Date. Revised policy name to Remote Work, revised content to address long-term Remote Work, incorporated a Remote Work Agreement.
5/2/2022	v3 Effective Date. Revised Section 4.10, Taxes and other legal implications.
8/15/2022	v4 Effective Date. Revised definition of Established Headquarters in Section 3, updated Section 4.9.

New Contract Requests - June 2022

Grant Contract Number	Counterparty	Contract Title	Estimated Contract Value	Date Submitted To Procurement	District Representative	Procurement Officer	Contract Record Type
430-11529	Energy Northwest	Professional Services Agreement	\$ 1,900,000.00	6/13/2022	David Dempsey	Rebecca Diaz	Professional Services
430-11411R	TBD	Craft Labor for Mechanical Maintenance and Capital Projects	\$ 471,349.30	6/14/2022	Casey Holter	Rebecca Diaz	Labor (Bid)
430-11542	TBD	Banking Services	\$ 300,000.00	6/15/2022	Tina Main	Rebecca Diaz	Professional Services
11555	TBD	Carlton Acclimation Facility - New Wells	\$ 680,000.00	6/30/2022	Deanne Pavlik-Kunkel	Rebecca Diaz	Labor (Bid)

Contracts Executed - June 2022

Grant Contract Number	Counterparty	Contract Title	Awarded Contract Price	Contract Executed Date	Completion Date	District Representative	Procurement Officer
130-11077	Contract Resource Group	2022 District Furniture Supply and Install	\$ 189,550.00	6/3/2022	9/30/2022	Mike Harr	Nicona Butler
230-11290	Apollo Mechanical Contractors	Priest Rapids Dam Pipe Replacement	\$ 784,969.00	6/7/2022	5/3/2029	Casey Holter	Rebecca Diaz
430-11508	Strategic Marketing Innovations	Consulting Services Related to External Funding Program	\$ 72,000.00	6/7/2022	12/31/2022	Ryan Holterhoff	Cindy Inch
470-11493	IVOXY Consulting, Inc.	Pure Storage Arrays for the EMS Replacement Project	\$ 176,363.88	6/9/2022	6/15/2023	Kevin Carley	Nicona Butler
130-11473	Stan's Construction and Son, LLC	MLSC Dispatch Stairs & Loading Dock Improvements	\$ 87,300.00	6/13/2022		Maria Wren	Nicona Butler
430-11188R	Stan's Construction and Son, LLC	Saddle Mountain & Beezley Hill Radio Site Building Reroof - Rebid	\$ 133,700.00	6/17/2022	11/18/2022	Tim Fleisher	Nicona Butler
140-11426	Port of Moses Lake	Facilities Construction Agreement	\$ (89,000.00)	6/20/2022	12/31/2022	Randy Kono	Leah Mauceri
140-11309	City of Quincy	Study Agreement	\$ (29,021.75)	6/21/2022	8/20/2022	Randy Kono	Leah Mauceri
430-11346R2	KJ's Lawn Care and Maintenance	District Wide Grounds Maintenance - Rebid	\$ 119,800.00	6/21/2022	6/30/2023	Lori Thorpe	Nicona Butler
470-11525	Triad Machinery, Inc.	Purchase of Rough Terrain Crane	\$ 828,366.00	6/27/2022	12/31/2022	Tristan Poteet	Nicona Butler
470-11429	Maxim Crane Works, L.P.	Purchase of Tracked Crane	\$ 1,117,867.00	6/28/2022	8/31/2022	Brian Barrows	Nicona Butler

Contracts Closed - June 2022

Grant Contract Number	Counterparty	Contract Title	Current Contract Value	Closeout Date	District Representative	Procurement Officer
230-10980	SubTerra, Inc.	Blast Plan Development for Cow Creek Quarry	\$ 26,520.00	6/2/2022	Christopher Steinmetz	Kristin Fleisher
150-630	Public Utility District No. 1 of Douglas County, Washington	Service Area Agreement		6/8/2022	Richard Cole	Leah Mauceri
430-10031	NAES Corporation	Priest Rapids Project Standard Operation Procedures (SOP) Update and Maintenance	\$ 208,000.00	6/13/2022	Mindy Johnston	Guy Wanner
430-10807P	NRC Environmental Services, Inc.	Emergency Response for Hazardous Materials	\$ 300,000.00	6/14/2022	Mark Woodward	Cindy Inch

Change Orders - June 2022

Grant Contract Number	Change Order Number	Cost Change	Current Contract Value	Counterparty	Contract Title	Description of Change	Approval Level	Completion Date	Contract Executed Date	Procurement Officer
430-09430	4	\$ -	\$ 40,000.00	P.A. Hill Executive Search Inc.	Power Production Engineering Recruitment Services	Extend the Contract completion date.	4 - Senior Manager/Plant Manager	6/30/2023	6/2/2022	Lori Englehart-Jewell
430-11028	1	\$ 97,000.00	\$ 347,000.00	Nuclear Economics Consulting Group LLC	Nuclear Economics Consulting	Increase the Contract Price, Extend the Contract Completion date and replace Section 15 Notices.	4 - Senior Manager/Plant Manager	6/15/2023	6/3/2022	Cindy Inch
230-3737	34	\$ (1,602,847.13)	\$ 104,108,928.92	GE Steam Power, Inc.	Priest Rapids Dam Generator Rehabilitation	Unit 5 additional rotor and stator refurbishment work, winding rehabilitation in lieu of replacement, new work, Unit 4 outage extension, site personnel credit, and replace the Milestone schedule in Section SR-2.A.2 (reference items listed in Table of Contents).	5 - Managing Director	12/31/2026	6/7/2022	Lori Englehart-Jewell
130-08186HR	2	\$ -	\$ 2,484,085.94	KVA Electric, Inc.	Power Transformer: Labor and Services	Revise the Excess Insurance limits, revise the requirements of Exhibit "N", and allow for a one-time reimbursement for transformer oil disposal.	1 - District Representative	12/31/2023	6/9/2022	Patrick Bishop
130-10896	1	\$ -	\$ 100,000.00	Northwest Economic Research LLC	Professional Services for Transmission Rates and Service	Extend the Contract completion date.	4 - Senior Manager/Plant Manager	6/30/2024	6/9/2022	Nicona Butler
430-HFA 602-58H	2	\$ -	\$ 1,167,400.00	Washington State Department of Fish and Wildlife	Icicle-Peshastin Irrigation District Fish Screen	Extend the Contact completion date.	3 - Department Manager	12/31/2023	6/13/2022	Cindy Inch
430-10913	3	\$ 181,016.00	\$ 497,000.00	Energy Northwest	Interlocal Cooperative Agreement Between Energy Northwest and Public Utility District No. 2 of Grant County to Provide Technical Services as Requested	Add Work Order Release 003 and Amendment 01 to WOR 001 & WOR 002	6 - Executive Management (GM/CCO/CFO/COO/Atty)		6/13/2022	Rebecca Diaz
430-09039	5	\$ 25,000.00	\$ 837,264.00	MacKay and Sposito, Inc.	Feasibility and Master Planning Services	Increase the Contract Price and Extend the Contract completion date.	3 - Department Manager	7/31/2022	6/13/2022	Nicona Butler
430-11417	1	\$ -	\$ 174,500.00	Ascend Analytics LLC	Integrated Resource Plan Consulting Support	Extend the Contract completion date.	4 - Senior Manager/Plant Manager	9/15/2022	6/14/2022	Nicona Butler
430-11047	1	\$ -	\$ 460,125.00	phData Inc	Professional Services PhData for data governance	Extend the Completion date.	4 - Senior Manager/Plant Manager	12/30/2022	6/14/2022	Guy Wanner
430-09568	2	\$ 50,000.00	\$ 125,000.00	Russell Post Environmental Consulting, LLC	HazWaste Management Consultation	Increase the Contract Price and Extend the Contract completion date.	4 - Senior Manager/Plant Manager	7/1/2024	6/15/2022	Cindy Inch
430-10804	2	\$ -	\$ 4,000,000.00	Star Protection Agency, LLC	Professional Security and Security Patrol Services	Add DSOC Lead and Field Supervisor/Investigation positions and replace Appendix "A", Rate Schedule.	4 - Senior Manager/Plant Manager	7/2/2024	6/20/2022	Guy Wanner
430-08051	14	\$ -	\$ 1,928,895.44	ADT Commercial, LLC	Electronic Access Control and Video Management Systems	Extend the Completion date.	4 - Senior Manager/Plant Manager	12/30/2022	6/22/2022	Guy Wanner
130-11025	2	\$ -	\$ 802,635.40	IFS North America, Inc.	PD Mobile Workforce Management	Remix the Use Level of 12 Clevest WorkBook Seat - Premium licenses for 12 Clevest WorkSpace Seat – Premium licenses.	1 - District Representative	9/29/2024	6/23/2022	Kristin Fleisher
430-08270	3	\$ -	\$ 319,899.84	Sprague Pest Control Specialists	District Wide Insecticide Spraying	Extend the Contract completion date.	3 - Department Manager	8/31/2022	6/23/2022	Nicona Butler

Change Orders - June 2022

Grant Contract Number	Change Order Number	Cost Change	Current Contract Value	Counterparty	Contract Title	Description of Change	Approval Level	Completion Date	Contract Executed Date	Procurement Officer
430-08649	5	\$ 50,000.00	\$ 590,200.00	Pythian Services USA, Inc.	Enterprise Database Support	Increase Contract Price and replace Appendix "B" Rate Schedule.	4 - Senior Manager/Plant Manager	10/7/2023	6/27/2022	Kristin Fleisher
430-PO29751P	1	\$ 5,500.00	\$ 55,250.00	North Forty Productions LLC	Change order for PO 29751P	Add PO Line 2 to PO29751P for short video on Integrity to complete Code of Excellence series. Note-Legal approved and wanted to use C365 Change Order process.	4 - Senior Manager/Plant Manager	9/30/2022	6/29/2022	Guy Wanner
430-06804	7	\$ -	\$ 3,316,000.00	AVANTech, Inc.	Professional Staff Augmentation Services	Extend Contract Completion Date	3 - Department Manager	9/30/2022	6/29/2022	Rebecca Diaz

Contract Completion Report - June 2022

Grant Contract Number	Contract Status	Counterparty	Contract Title	Current Contract Value	Completion Date	District Representative	Procurement Officer
140-09609	Open	C1-Quincy LLC	Large Power Facilities Agreement	\$ (6,719,000.00)	9/30/2022	Shane Lunderville	Leah Mauceri
140-11116	Open	Moore & Van Allen PLLC	Non-Disclosure Agreement	\$ -	8/10/2022	Shane Lunderville	Leah Mauceri
140-11200	Open	Bit Capital Group, LLC	Large Power Facilities Agreement	\$ (489,856.00)	6/30/2022	Shane Lunderville	Leah Mauceri
140-11309	Open	City of Quincy	Study Agreement	\$ (29,021.75)	8/20/2022	Randy Kono	Leah Mauceri
430-09846	Open	NAVEX Global, Inc.	PolicyTech Subscription	\$ 53,674.18	8/20/2022	Jessie Allemand	Leah Mauceri