APPROVED *
by the Board of Directors of
The Metropolitan Water District
of Southern California
at its meeting held

FEB 13 1996

41774

MWD
METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

EXECUTIVE SECRETARY

7- 6

January 23, 1996

To: Board of Directors (Executive Committee--Action)

From: General Manager

Submitted by: Lambertus H. Becker Chief Financial Officer

Subject: Amendment to Administrative Code Section 6324 et seq., Authorization for Domestic Travel

RECOMMENDATION

It is recommended that the Board of Directors amend Section 6324 (b) of the Administrative Code to allow Division Managers to authorize employee travel within the continental United States.

EXECUTIVE SUMMARY

Best business practices for the management of travel expenses require advance ticketing for common carrier air transport, to obtain the lowest possible fares. Extending approval authority to Division Managers and their principal assistants, to authorize travel within the continental United States, would improve staff's ability to secure the lowest possible airfares.

DETAILED REPORT

Currently, Section 6324(b) et seq. of the Administrative Code allows Division Managers to authorize employee travel within California, and portions of Arizona (La Paz, Mohave, and Yuma Counties) and Nevada (Clark County). For domestic travel outside of these areas, the Administrative Code requires approval from the Department Manager or Assistant Department Manager.

Best business practices for the management of travel expenses require advance ticketing for common carrier air transport to obtain the lowest possible fares. For example, a typical round-trip airfare to Washington, D.C. can vary by more than one thousand dollars ($1,000.00) depending upon Metropolitan's ability to obtain a 7-day advance booking.

*With the deletion of subparagraph (3) in Section 6324(B)

Extension of this delegation of authority is consistent with Metropolitan's current management practices, whereby Division Managers are authorized to sign a variety of documents including Board Letters, notices to proceed, professional services contracts and other correspondence which may result in performance or monetary obligations for the District.

Codifying this delegation of authority will require the following revisions to Administrative Code Section 6324:

§ 6324 Authorization of Domestic Travel

(a) Directors

(1) Directors are authorized to travel anywhere within the States of Arizona, California and Nevada on District business.

(2) Other domestic travel on District business by directors shall be undertaken only with the prior approval of the Chair of the Board or, on the Chair's referral, the Executive Committee. In considering whether to give such approval, the criteria set out in Section 6320 shall be applied. The Chair, or the Executive Secretary acting at the Chair's direction, shall advise the director in writing in advance that the travel is authorized.

(3) Where a director expects to be absent from the State for personal reasons for more than 60 days, that director shall, in advance of departure, request approval from the Board in order to comply with Government Code Section 1062.

(B) Employees

(1) Employees if authorized by their supervisor may travel anywhere within Southern California (including Bakersfield) to carry out their job assignments.

(2) Division managers are authorized, and may authorize their staff, to travel anywhere within the ~~**State of California, Clark County (Nevada), and La Paz, Mohave, and Yuma Counties (Arizona)**~~ ***continental United States to carry out a job assignment.***

(3) Domestic travel to carry out an employee's job assignment other than as specified in subparagraphs (b)(1) and (b)(2) hereof shall be undertaken only with the advance approval of the Department Manager or Assistant Department Manager.

DI
travelbl.doc