

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

**MWD**

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

MAR 12 1996

Dawn Rhin 7-4
 for EXECUTIVE SECRETARY

February 23, 1996

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

From: General Manager *[Signature]*

Submitted by: Lambertus H. Becker, Chief Financial Officer *[Signature]*

Subject: Amendment to Administrative Code Section 6324(b), Authorization for Domestic Travel for Employees

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 United States.

EXECUTIVE SUMMARY:

At its February meeting, in order to improve staff's ability to secure the lowest possible airfares, the Board extended authority to Division Managers to approve employee travel within the continental United States. It is now recommended that this authority be extended to all domestic employee travel.

DETAILED REPORT:

At its February 1996 meeting, the Board amended Administrative Code Section 6324(b) to extend authority to Division Managers to authorize employee travel within the continental United States. Previously, Division Managers only had authority to authorize employee travel within California and portions of Arizona (La Paz, Mohave, and Yuma Counties) and Nevada (Clark County). Domestic travel outside of these areas required the approval of the Department Manager or Assistant Department Manager. Best business practices for the management of travel expenses require advance ticketing for common carrier air transport, and this change was made to improve staff's ability to secure the lowest possible airfares. For example, it was noted that 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.

For these same business reasons, it is recommended that the authority of Division Managers to authorize employee travel be extended to all United States domestic travel. Extension of this delegation 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 Metropolitan.

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

§ 6324. Authorization for 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 supervisors 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 ~~continental~~ United States to carry out a job assignment.