



# *MAPA iExpense Reimbursement*

iExpense Reports

June 10, 2026

1. MAPA Article 34.3 - Travel expenses shall be authorized and paid as provided in this Article and the relevant sections of the Administrative Code (see AC 6320 et. seq.). It is the intent of the parties to fairly and properly reimburse an employee for additional expenses and pay for additional travel time.
2. Administrative Code Expense Account Regulations:
  - 6321. “It should be borne in mind, however, that public funds are being spent and that only a reasonable level of expense is warranted.”
  - 6326.(d) Transportation. – “The type of transportation employed shall be selected on the basis of the lowest overall cost to the District after all costs are considered, including travel time and the salary of the employee; provided, however, that travel by common carrier bus shall not be required.
  - 6321.(a) Lodging – “If no government or group rate is available the traveler should obtain moderately priced accommodations based on prevailing rates in the area.”
  - 6326. (b) “If a family member should accompany an employee, subject to the requirements of Section 6321, lodging expense may only be reimbursed at the applicable rate for a single room to be occupied by only one person.”
  - 6327.(b) “The department head or group manager shall reject or reduce claims for reimbursement of expenses resulting from unauthorized travel or inappropriate selection by the employee of class of transportation, lodging, or meals.

### 3. What to attach to expense reports

- Approved Travel Authorization Request
- Approved Blanket Approval for licenses/certifications if not required on your job description
- Detailed receipt (pdf) for actual expenses over \$25
- Designated approver, when direct supervisor on leave
- Supporting documentation if driving one-way is over 200 miles, Admin Code 6326(d)
- Pdf of any “story” to use as supporting documentation

#### 4. Detailed purpose/justification description is required – **no acronyms**

- Administrative Code 6320: Payment for travel and other expenses incurred by directors and employees shall be allowed only for the purpose of furthering the interests of the District. An expense shall be deemed to be incurred to further the interests of the District when it is incurred for an activity that has a significant and meaningful link to the purposes, policies, and interests of the District.
- If adding two receipts together on one expense line, include math in justification.
- Include in Justification if “claiming fuel for a District or rental car”

#### 5. District expenses should be paid by Accounts Payable or P-Card

- Include in the Justification or attach pdf with the extenuating circumstances, if personal purchase was required.

#### 6. Business Meal (expense type) – Employee and another person(s)

- Admin Code 6326(c) – “An adequate description of the purpose of the meal and the names of guests and their affiliations shall be provided whenever claiming reimbursement for business meals.”
- Do not use Expense Type Breakfast, Lunch, Dinner, or Daily Meals

## 7. MAPA Article 35.3.D.(1) The District must either reimburse the employee's actual expenses or pay "Per Diem Subsistence."

- District secured lodging (Concur) - \$125 half-day Per Diem, only for AFSCME and ACE employees.
- GSA rates are only for Unrepresented and Supervisor represented (as a limit) Employees

## 8. Claiming Per Diem

- County name must be entered under Details
- Complete Justification section with full detail of event, including justification on last day.
  - Confirm MAPA MOU Article 35.3.D.(2): \$250 full day or \$125 on the last day of travel status

**Cash and Other Expenses: Details for Line 3**

\* Indicates required field

Expense Type	PER DIEM	Justification	Managers Meeting
Start Date	21-May-2026	Expense Location	
Daily Rate	250.00	Merchant or	County Name for Per Diem LA County
Number Of Days	1		
Receipt Amount	250.00		
Receipt Currency	USD - US Dollar		
Exchange Rate	1		
Reimbursable Amount	250.00	USD	

**Managers Meeting ended at 4:30, then drove home to .....**


**\*Example of last day of per diem, while on overnight travel status.**

## 9. Roundtrip mileage and Regular Commute Miles

- Only mileage completed in one day is considered roundtrip. Include in the Justification that it is roundtrip.
- Use two separate lines with dates traveled, if traveling on two separate days.

**Update Expense Report: Cash and Other Expenses**

Receipt-Based Expenses [0.00]	Mileage Expenses [0.00]
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**Cash and Other Expenses: Details for Line 1**

\* Indicates required field

**TIP** The system will automatically calculate the reimbursable Trip Distance. Personal commute miles must be entered.  
**Note:** If regular commute miles exceed business miles, the trip will not be eligible for reimbursement.

\* Expense Type MILEAGE  
\* Date 13-Nov-2024  
Number Of Days 1  
Trip Distance less regular commute miles (Miles) 0 Miles  
Distance Rate  
Reimbursable Amount

**Additional Information**

\* Location From/Starting Point City Long Beach, CA  
\* Location To/Ending Point City Riverside, CA  
\* Starting Point Home **Home, Other, MWD Location**  
\* Ending Point Other  
\* Trip Distance Required (Miles) 112  
\* Regular Commute Distance Required (Miles) 44 **RT=Double Commute miles**

For Regular Commute Distance Required input 0 if the Starting Point is an MWD location.

## 10. Lodging Detail (when did you stay) – Lodging rates the same each night

- The Start Date should be the first night stayed in the hotel and the End Date is the last night stayed.
- Do not use the check-out date or the system will add an additional day.

**Receipt-Based Expenses [836.37]** RECEIPT-BASED EXPENSES PAGE

Select Expense Lines:   |  Show Receipt Currency |

<input type="checkbox"/>	Line	Date	Receipt Amount	Expense Type	Reimbursable Amount (USD)	Details
<input type="checkbox"/>	1	04-May-2026 <input type="button" value="📅"/>	836.37	LODGING <input type="button" value="v"/>	836.37	<input type="button" value="📄"/>

DATE	DESCRIPTION	CHARGES
04May26	<b>Start Date</b> Room Charge	239.00
04May26	Occupancy Tax	28.68
04May26	Convention and Tourism Tax	10.64
04May26	Assesment / License Tax	0.47
05May26	Room Charge	239.00
05May26	Occupancy Tax	28.68
05May26	Convention and Tourism Tax	10.64
05May26	Assesment / License Tax	0.47
06May26	<b>End Date</b> Room Charge	239.00
06May26	Occupancy Tax	28.68
06May26	Convention and Tourism Tax	10.64
06May26	Assesment / License Tax	0.47
07May26	<b>Check-out</b> Visa	

### Credit Card Expenses: Details for Line 1

\* Indicates required field

\* Expense Type

**Start Date**  ←

Daily Rate

Number Of Days

Receipt Amount

Receipt Currency

Exchange Rate

Reimbursable Amount

**Additional Information**

**End Date**   ←

System accurately calculates daily rate and days

# 11. Lodging Detail (when did you stay) – Rates change during stay

- If using Itemize - Enter receipt amount on Receipt-Based Expenses page, select Details, select Itemize (upper right), and enter each night stayed with Start Date and End Date as the same date, so the system will calculate one night for each itemized line. (e.g. Start-7/26/24 and End-7/26/24)
- Alternatively – Enter a separate line on the Receipt-Based Expenses page for each night stayed. The Start Date and End Date will be the same date on the Lodging Detail, so the system will calculate one night for each line.

Itemize Duplicate New Remove Return

Cash and Other Expenses: Details for Line 3

Expense Type: LODGING  
 Start Date: 31-Jul-2024  
 Daily Rate: 1,482.72  
 Number Of Days: 1  
 Receipt Amount: 1,482.72  
 Receipt Currency: USD - US Dollar  
 Exchange Rate: 1  
 Reimbursable Amount: 1,482.72 USD

Justification: Hilton Garden Inn Calgary Downtown  
 Expense Location: Hilton  
 Merchant or County Name for Per Diem: Hilton

Additional Information  
 End Date: 31-Jul-2024

**26-JUL-2024**

**30-JUL-2024 = Last night stayed, not Departure date**

DATE	DESCRIPTION	Cashier ID	Transaction ID	GUEST CHARGES	CREDIT
7/26/2024	GUEST ROOM	DIHU	1049212	\$281.06	7/26=\$315.54
7/26/2024	DMF	DIHU	1049212	\$8.43	
7/26/2024	GST	DIHU	1049212	\$14.47	
7/26/2024	TOURISM LEVY	DIHU	1049212	\$11.58	
7/27/2024	GUEST ROOM	DIHU	1050001	\$290.46	7/27=\$326.10
7/27/2024	DMF	DIHU	1050001	\$8.71	
7/27/2024	GST	DIHU	1050001	\$14.96	
7/27/2024	TOURISM LEVY	DIHU	1050001	\$11.97	
7/28/2024	GUEST ROOM	AMEHTA8	1050804	\$281.06	7/28=\$315.54
7/28/2024	DMF	AMEHTA8	1050804	\$8.43	
7/28/2024	GST	AMEHTA8	1050804	\$14.47	
7/28/2024	TOURISM LEVY	AMEHTA8	1050804	\$11.58	
7/29/2024	GUEST ROOM	AMEHTA8	1051662	\$234.06	7/29=\$262.77
7/29/2024	DMF	AMEHTA8	1051662	\$7.02	
7/29/2024	GST	AMEHTA8	1051662	\$12.05	
7/29/2024	TOURISM LEVY	AMEHTA8	1051662	\$9.64	
7/30/2024	GUEST ROOM	AMEHTA8	1052506	\$234.06	7/30=\$262.77
7/30/2024	DMF	AMEHTA8	1052506	\$7.02	
7/30/2024	GST	AMEHTA8	1052506	\$12.05	
7/30/2024	TOURISM LEVY	AMEHTA8	1052506	\$9.64	
7/31/2024	VS *2309	MAYF	1052835		(\$1,482.72)

Cash and Other Expenses: Details for Line 4

Receipt Type: LODGING  
 Receipt Date: 26-Jul-2024  
 Original Receipt Amount: 1,482.72  
 Receipt Currency: USD - US Dollar  
 Exchange Rate: 1  
 Reimbursable Amount: 1,482.72 USD

Justification: Hilton Garden Inn Calgary Downtown  
 Expense Location: Hilton  
 Merchant Name: Hilton

Itemized Business Expenses

TIP: Itemize the receipt by creating a separate row for each individual business expense. Any remaining amount is treated as a personal expense.

Select Expense: Duplicate Remove

Line	Date	Expense Type	Justification	Itemized Receipt Amount (USD)
4-1	26-Jul-2024	LODGING	Hilton Garden Inn Calgary Downtown	315.54
4-2	27-Jul-2024	LODGING	Hilton Garden Inn Calgary Downtown	326.10
4-3	28-Jul-2024	LODGING	Hilton Garden Inn Calgary Downtown	315.54
4-4	29-Jul-2024	LODGING	Hilton Garden Inn Calgary Downtown	262.77
4-5	30-Jul-2024	LODGING	Hilton Garden Inn Calgary Downtown	262.77

Add Another Row

Total Business Expenses: 1,482.72  
 Personal Expenses: 0.00  
 Original Receipt Amount: 1,482.72

Itemization 4-5

Expense Type: LODGING  
 Start Date: 30-Jul-2024  
 Daily Rate: 262.77  
 Number Of Days: 1  
 Itemized Receipt Amount: 262.77

Additional Information  
 End Date: 30-Jul-2024

## 12. Daily Meals: Claiming actuals \$25 or less per meal

- Able to use DAILY MEALS (B,L,D), no receipts needed but remember you're claiming actuals
  - Example: B-\$18, L-\$22, D-\$25 Daily Meals during ACWA Conference

14-Oct-2024	65.00	DAILY MEALS (B,L,D)	65.00
15-Oct-2024	65.00	DAILY MEALS (B,L,D)	65.00
16-Oct-2024	65.00	DAILY MEALS (B,L,D)	65.00

**Cash and Other Expenses: Details for Line 5** Itemize Duplicate New Remove Back Line 5 of 7 Next

\* Indicates required field

* Expense Type	DAILY MEALS (B,L,D)	* Justification	B\$18,L\$22,D\$25 Daily Meals
* Start Date	14-Oct-2024		
* Receipt Amount	65.00		
* Receipt Currency	USD - US Dollar	Expense Location	
Exchange Rate	1	* Merchant or County Name for Per Diem	Meals
Reimbursable Amount	65.00 USD		

### 13. Concur Travel Program:

- Airfare, Lodging, Car Rental, and Train reservations
- Car rental includes discounted rates, with insurance and fuel service at area rates
- Recommend using Concur, so employee does not incur travel expenses
- Cancelled airfare on Concur or with CI Azumano can be transferred to another MWD employee
- Employee receives an email from PRO2 Oracle Workflow when credit card transaction(s) have been posted to the Oracle Expense Report application under their employee number
- Expense reports need to be entered to clear the prepaid expense, charge your POETA, and obtain manager’s approval. The transactions are selected on the second page and loaded into the expense report. Do NOT enter them into the Receipt-Based Expenses Page. This is for reimbursable expenses

**Credit Card Expenses: Details for Line 1**

\* Indicates required field

* Expense Type	LODGING	* Justification	ACWA 2026 Spring Conference May 5-7
Start Date	04-May-2026	Expense Location	Sacramento
Daily Rate	278.79	Merchant or County Name for Per Diem	AC HOTEL SAC MAY26-5679
Number Of Days	3		
Receipt Amount	836.37		
Receipt Currency	USD - US Dollar		
Exchange Rate	1		
Reimbursable Amount	836.37 USD		

**Additional Information**

End Date 06-May-2026

## 14. Expense Report Direct Deposit Authorization

- Complete *e-form TER Direct Deposit Authorization - form 2452* with either an attached voided check or pdf with your banking information. If opting to provide banking information with a pdf, create a Word document (be sure to include **bank name**, routing number, and account number), save as a pdf, and attach to the form instead of the voided check.
- Accounts Payable is required to obtain a separate direct deposit authorization for reimbursements
- To expedite reimbursements, submit if changing banking or you're a new employee

## 15. iExpense Approval Limits

- Manual process entered by accounts payable
- Send an email to Beth Wylde, AP Manager, when you notice an expense report requiring an additional level of approval beyond the limits listed

LEVEL	LIMIT
Team Manager	5,000
Unit Manager	7,500
Section Manager	10,000
Group Manager & Equivalent	15,000
Assistant GM & Equivalent	20,000
General Manager & Equivalent	50,000

