Side Letter of Agreement
Between
Coalinga-Huron Library District
and
International Union of Operating Engineers, Stationary Engineers, Local 39

Article 7(D): Meal and Travel Allowance

This Side Letter of Agreement ("Agreement") is entered into by and between the Coalinga-Huron Library District ("CHLD") and the International Union of Operating Engineers, Stationary Engineers, Local 39, ("Union"), and sets forth the full and entire understanding of the parties regarding an adjustment to the Meal and Travel Allowance provision of the MOU for CHLD employees represented by the International Union of Operating Engineers, Stationary Engineers, Local 39.

CHLD and the Union, collectively referred to as the "parties", agree to the following:

D. Meal, Travel, and Lodging Allowance

Where members are authorized to conduct official district duties which occasions authorized meal, lodging and/or travel, allowances shall be reimbursed without regard to the distance from normal work location(s).

1. Meal allowances shall be paid at the standard CONUS rate set by the U.S. General Services Administration (GSA), which are adjusted annually for the federal fiscal year in October (https://www.gsa.gov/travel/plan-a-trip/per-diem-rates/mie-breakdowns). As of October 1, 2024, the meals and incidental expense rates are:

M&IE Total	Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
$68	$16	$19	$28	$5	$51.00

Qualification requirements:

Hours of Travel per day	Payment Percentage of M&IE Total
First and last travel days when an overnight stay is required	75%
Full travel days	100%
More than 8 hours when overnight stay is not required	50%

2. Travel expenses shall be reimbursed for actual expenses incurred for the following travel related expenses:

    - Travel expenses to and from the airport or train station including but not limited to mileage, parking, tolls, taxis, ride share (ex: Uber, Lyft), etc.
    - Actual cost of airline (and one checked bag) or train tickets. Reimbursement rates are based on economy class fares.
    - Mileage reimbursement will be at the IRS standard mileage rate for business.
    - If employees choose to carpool, the individual responsible for the vehicle (owner/renter) shall be the only one in the carpool group to be reimbursed for mileage and shall receive an additional five (5) cents per mile.
    - Rental vehicle costs may be reimbursed at the discretion of the Director of Library Services.

    Receipts are required for travel related expenses except mileage.

3. Lodging shall be reimbursed at the GSA's rate for the time of travel (https://www.gsa.gov/travel/plan-book/per-diem-rates). Costs related to lodging shall include but may not be limited to the following:

    - Individual hotel room costs including applicable taxes and fees up to the GSA rate.
    - Hotel parking fees if required, not including valet unless self-parking is not permitted by the hotel.

    Hotel room incidentals such as movie rentals, wet bar, in room snacks, etc. are not reimbursed. Meals charged to room service are not reimbursed as lodging.

    Receipts are required for lodging expenses.

FOR THE INTERNATIONAL UNION OF OPERATING ENGINEERS, STATIONARY ENGINEERS, LOCAL 39:

FOR THE COALINGA-HURON LIBRARY DISTRICT:

_____
TIM EGGEN
Business Manager/Secretary

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MARY LEAL
Director of Library Services

_____
JEFF GLADIEUX
President

_____
BRANDY JOHNSON
Director of Public Employees

_____
TERRI HAUSCHEL
Business Representative

_____
DATE