

BEFORE THE GUAM PUBLIC UTILITIES COMMISSION

IN THE MATTER OF:) ADMINISTRATIVE DOCKET
)
TRAVEL RULES, REGULATIONS AND)
POLICIES OF THE GUAM PUBLIC) **ORDER**
UTILITIES COMMISSION)
)
_____)



INTRODUCTION

This matter comes before the Guam Public Utilities Commission upon the request of PUC Chairman Jeffrey Johnson to examine and review the PUC Travel Rules, Regulations and Policies, and particularly, the provision by the PUC of business class fare for authorized air travel.

The Chairman of the PUC, and the ALJ, in his Report, have recommended that the Commission revise its Travel Rules, Regulations and Policies to provide for authorized travel in economy class fare rather than in business class fare. The present Travel Rules provide for business class air fare.

Under the revised Rules proposed by the ALJ, authorized travel for Commissioners, on-island PUC Consultants, staff and employees will be in economy class fare for all flights. However, business class fare will still be authorized for off-island Consultants when the flights last more than five hours.

The Commission adopts the recommendations of the ALJ in his Report. In this regard, there is no justification for authorizing a higher travel fare than that which applies to the Government of Guam. The PUC seeks to standardize its travel policies with the other entities in the Government of Guam. The PUC does not want there to be any

public perception that the PUC, its Commissioners, or on-island Consultants receive preferential treatment.

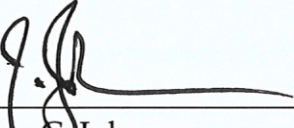
Upon the review of the ALJ Report and the recommendation of the PUC Chairman Jeffrey C. Johnson, for good cause shown, and upon motion duly made, seconded and carried by the undersigned Commissioners, the Guam Public Utilities Commission **HEREBY ORDERS** that:

1. The revised Travel Rules, Regulations and Policies, attached hereto as Exhibit "1", are approved.
2. Henceforth, the revised Travel Rules, Regulations, and Policies will be the approved rules for all travel authorized by the Commission.

[SIGNATURES TO FOLLOW ON NEXT PAGE]

Order
PUC Travel Rules
and Regulations
January 25, 2024

Dated this 25th day of January, 2024.

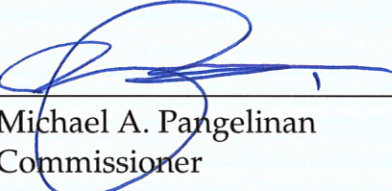


Jeffrey C. Johnson
Chairman

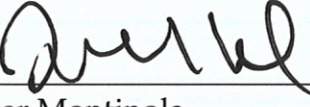


Rowena E. Perez-Camacho
Commissioner

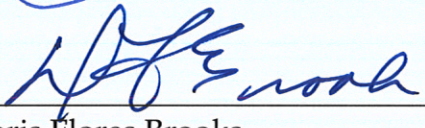
Joseph M. McDonald
Commissioner



Michael A. Pangelinan
Commissioner



Peter Montinola
Commissioner



Doris Flores Brooks
Commissioner

Pedro S.N. Guerrero
Commissioner

TRAVEL RULES, REGULATIONS AND POLICIES
OF
THE PUBLIC UTILITIES COMMISSION OF GUAM

(As updated effective January 25, 2024)

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Public Utilities Commission of Guam

Off-Island Travel Rules and Regulations

Section 1. General. All persons traveling off-island for the PUC shall exercise the same care in incurring expenses that a prudent person would if traveling on personal business. It is the policy of the PUC that all off-island travel must be performed either for the direct benefit or to fulfill a real and legitimate obligation of the PUC.

Section 2. Purpose and Scope. The purpose of these Rules is to provide standard travel rules, regulations and policies governing off-island travel of Commissioners, Commission staff, (including Administrative Law Judges, Legal Counsel, Administrator, and off-island consultants) and persons rendering service to the PUC except where contracts with such persons provide otherwise. All other rules, regulations and policies hereto adopted relating to this subject are hereby superseded by these rules and regulations.

Section 3. Definitions.

- (1) "PUC" means the Public Utilities Commission of Guam.
- (2) "Commissioner" means the PUC Commissioners.
- (3) "Per Diem Allowance" means the daily flat rate of payment in lieu of actual lodging and meal expenses.
- (4) "Travel Expenses" means necessary expenses incidental to PUC-related travel, excluding expenses for lodging and meals.
- (5) "Traveler" shall mean a Commissioner, Administrative Law Judge, Legal Counsel, Administrator, off island consultant, or other person who is traveling off-island on official business for the PUC.
- (6) "Off-Island Travel" shall include travel outside of Guam, or to and from Guam, by independent contractors who are employed by the PUC.

Section 4. Persons Authorized to Travel. The following are authorized to travel at "PUC" expense while on official business.

- (1) Commissioners and staff of the PUC (including Administrative Law Judge, Legal Counsel, Administrator, and off-island Consultant).
- (2) Persons rendering service to the PUC.

Section 5. Travel Authorization Procedure.

- (1) A Travel Request and Authorization ("TRA"), in the form attached hereto as Exhibit A, shall be completed by the traveler in advance of proposed off-island travel setting forth the following:
 - (a) Purpose of travel;
 - (b) Where - city, state;
 - (c) Dates and number of official travel days requested;
 - (d) Who in party;
 - (e) Air fare cost;
 - (f) Advance per diem allowance requested;
 - (g) Deposits and/or registration fees required;
 - (h) Any other useful information;
- (2) TRA's for proposed off-island travel by any Traveler shall be submitted for approval in advance of the proposed travel to the Chairman, whose prior approval is required. For proposed travel by the Chairman, advance approval by the Vice Chairperson shall be required.

Section 6. Off-island Travel for Conferences or Educational Purposes. Commissioners, Administrative Law Judges, Legal Counsel, and Administrator may take occasional off-island trips for educational purposes or attendance at conferences related to matters and utilities under the regulation of the PUC. Each such person shall take no more than two off-island trips per year each, at PUC expense, for purposes of attending conferences, educational programs, or utility meetings. If other travel is necessary and critical for the business of the PUC, such travel must be approved in advance by both the Chairman and the Vice-Chairperson.

Section 7. Advance Per Diem Allowance. To the extent possible, all travelers should submit requests for reimbursement for actual lodging, meals and travel expenses after travel for education, conferences, or other purposes has been completed, in accordance with the requirements of Section 8 of these Rules. However, should a traveler require advance funds for travel, or otherwise desire to obtain advance per diem, prior to departure, the traveler shall receive an advance per diem allowance equal to the number of authorized official travel days multiplied by the following per diem rates:

- (1) Per diem rate for Hawaii, cities in mainland United States, and Asia: \$300 per day.

- (2) Per diem rate for all areas of Micronesia and the Commonwealth of the Northern Mariana Islands: \$200.00
- (3) Per diem rate for any other areas shall be determined in advance by the Administrator and the Chairman.

Section 8. Reimbursement for Actual Lodging, Meal and Travel Expenses; Statement of Account; Itinerary.

- (1) Within ten (10) days following the return from official travel, a traveler may submit an itemized statement of account supported by receipts, an affidavit, or both, of actual lodging, meal and travel expenses incurred on official business during the period of official travel. If the total per diem allowance advanced was less than the traveler's total actual lodging, meal and travel expenses, then the traveler shall be reimbursed for the amount the traveler's total actual lodging, meal and travel expenses exceeded the traveler's advance per diem allowance. If the traveler does not submit a statement of account within ten (10) days following the return from official travel, the traveler shall not be paid any money in excess of the traveler's advance per diem allowance. The statement of account shall be subject to audit review and possible disallowance for personal items or unreasonable expenses by the Chairman. No Commissioner shall review his/her own statement of account.

Note: Receipts should be obtained for most expenses. As a practical matter, meals including tips can be charged to hotel room which assists in record keeping of both large and small expenses incurred in the hotel. Receipts for incidental taxi and tips are not required but taxi drivers and airport limo drivers are prepared to issue receipts. Attaching paid receipts to a statement of account is evidence of the nature and amount of actual expenses, but does not, of its own, make such expenses proper PUC travel expenses.

- (2) If the traveler does not submit a statement of account, then he or she shall submit an itinerary of his or her official travel within ten (10) days of his or her return from official travel. If it is determined from the traveler's itinerary that the traveler received an excessive advance per diem allowance, then the traveler shall reimburse the PUC the excessive amount at the time the traveler submits his or her itinerary.

Section 9. Authorized Official Travel Days. The number of days that shall be authorized for official travel shall be the total number of days required to travel by air via the most direct route to and from the point or points specified in the travel authorization,

including any reasonable lay-over days at transfer points, plus the number of days necessary to transact the required official business. Every effort should be made to reserve complete flight schedules well in advance to avoid lengthy delays or lay-overs at transfer points.

Section 10. Type of Air Travel Authorized; Purchase of Airline Tickets. Travel for all authorized persons, except for off-island PUC consultants, shall be at economy class fare for all flights. For off-island PUC consultants, travel shall be business class for all flights lasting in excess of five hours from the point of embarkation to the business destination. All flights less than five hours shall be economy. If possible, travelers should purchase Airline tickets in advance of their travels with personal funds, in which case such personal expenditure shall be deemed an authorized travel expense for reimbursement purposes. In the alternative, the Commission will reimburse the Traveler in advance of the traveler's departure date upon presentation of an e-ticket summary for any approved travel.

Section 11. Routing of Travel. All travel must be via a usually traveled and direct route. Travel tickets shall be for complete routes, inclusive of stop-over privileges whenever or wherever practicable, to minimize the cost of special or short run trips, stop-overs, or backtracking.

Section 12. Indirect Travel. Indirect travel is authorized, provided that such travel is not an additional expense to the PUC.

Section 13. Travel Groups. When two or more travelers travel together on the same mission, each should incur, pay for and report his or her own expenses, and neither should pay for any part of the other traveler's expenses (meals, hotel, etc.) even though it is charged to a hotel bill, or credit card.

Section 14. Travel Report. Within sixty (60) days of return from official travel, the traveler shall submit to the PUC a written report concerning the meeting, seminar or course attended. If more than one (1) traveler attends such meeting, seminar or course, only one (1) report shall be submitted signed by each traveler.