

EXHIBIT 2



Policy Name: Travel Expense – Board Appointees

Policy Number: BA

Scope: Direct Reports to the Board of Commissioners

Replaces Policy Number: 2004-11-10

Effective Date: January 26, 2005

Responsible Agent: General Manager and the Board Chairperson

Review/Revision Date(s): January 25, 2005 (Resolution No. 2005-1-6)

Objective	Travel by Board appointees is necessary and beneficial for Board of Water and Light business.
Scope	This policy shall apply to the following Board appointees: the General Manager, Internal Auditor, and Corporate Secretary. The Board of Water and Light will pay or reimburse expenses as outlined below.
Registration Fees	Registration fees or similar expenses for training, meetings, conferences or seminars will be reimbursed. If a Board appointee brings a guest, registration fees for guest programs will also be reimbursed.
Lodging	Actual expenses of lodging will be reimbursed. In the event a Board appointee is accompanied by a guest or family members, the Board of Water and Light will only reimburse the single room rate. Many hotels offer discounts to non-profit and/or governmental agencies. When making lodging arrangements this discount should be requested.
Transportation	<ul style="list-style-type: none">• Commercial airline or rail travel will be reimbursed for coach class seating.• Rental car will be reimbursed up to the cost of a mid-size automobile or smaller only if taxis or other means of transportation are less economical or otherwise impractical. Justification for a rental car should be included on the travel form.• Taxi, bus, or shuttle costs will be reimbursed.• Airport and garage parking for vehicles will be reimbursed.• Personal autos used for business will be reimbursed at the IRS mileage rate, not to exceed the applicable coach rate airfare for a distant trip.
Meals	Reimbursement will be made based on actual documented costs, but will not exceed a maximum daily amount of \$50.00 with receipts.
Non-Reimbursed Expenses	The Board of Water and Light will not reimburse the following expense: <ul style="list-style-type: none">• Personal expenses not associated with Board of Water and Light business.• Alcoholic beverages.• Guest travel expenses (Board of Water and Light will only reimburse guest program registration fees).
Substantiation Requirements	Receipts should be obtained and submitted, whenever possible. Expenses greater than \$50 per day will not be reimbursed without an original receipt. Miscellaneous expenditures (gratuities, parking, baggage handling, etc.) without receipts will be reimbursed up to the \$50 per day maximum, but the location, date and a description of the expenditure must be documented. All expenses should be summarized on a travel form, with original receipts or descriptions attached to substantiate the expenses, and submitted for review and approval.
Approvals	The General Manager must submit a travel form with substantiation to the Board's Chair for approval. The Internal Auditor and Corporate Secretary must submit travel forms with substantiation to the General Manager for approval. The designated approval person is responsible for obtaining additional information and for disallowing any expense that does not meet the requirements of this policy. Travel forms and all substantiation will be sent to General Accounting for processing and filing. This Travel Policy is subject to annual review and adjustment as recommended by the Internal Auditor.
Waiver	Requirements of this policy may not be waived or overridden, except by Board resolution.