

PACIFIC GAS AND ELECTRIC COMPANY
STANDARD PRACTICESTANDARD PRACTICE NO. 724.6-1EXECUTIVE OFFICE OR DIVISION PRESIDENTPAGE NO. 1 EFFECTIVE 6-15-67ISSUING DEPARTMENT PRESIDENTREPLACING
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SUBJECT:

TRANSPORTATION AUTHORIZATION AND ARRANGEMENTS

STATEMENT OF POLICY

- *1. Employees required to travel on Company business will be provided with transportation or will be reimbursed for expenses incurred for traveling.

TRAVEL AUTHORIZATION

- **2. In-Service Area Travel: Travel on Company business within the Company's service area shall be authorized by the employee's General Office Department and or Division Manager, except as described in paragraphs 5 and 6 of this Standard Practice.
- **3. Out-of-Service Area Travel - California: Travel on Company business outside of the Company's service area, but within the State of California, shall be authorized by the Executive Officer of the department concerned, except as described in paragraphs 5 and 6 of this Standard Practice.
- **4. Out-of-State Travel: Travel on Company business outside of the State of California shall be authorized by the appropriate Senior Vice President, except as described in paragraphs 5 and 6 of this Standard Practice.
- **5. Travel to Conferences and Conventions: Travel to and attendance at conferences, conventions, committee meetings and round tables, including but not limited to those presented by the Edison Electric Institute, the American Gas Association, the Pacific Coast Electrical Association, the Pacific Coast Gas Association, and Chambers of Commerce, shall be authorized by the Vice President-Personnel and General Services, who will act as the Company Clearing Officer and who will coordinate the Company's participation and activities in these major utility industry groups.
- **a. Travel to meetings and conferences of associations other than those described above and which involve the interest of a single department (e.g., Public Utility Buyers Group, American Institute of Planners, County Police Officers Association, etc.) shall be authorized as described in paragraphs 2, 3, and 4 of this Standard Practice.
- **6. Travel to Educational Training Courses: Travel to and attendance at any educational training course or seminar, including but not limited to those presented by the American Management Association, the American Society of Mechanical Engineers, the American Society of Civil Engineers, the American Society of Electrical Engineers, and the Institute of Electrical and Electronics Engineers, as well as all courses and seminars conducted by colleges and universities, will require the authorization of the Vice President-Personnel and General Services, who will coordinate the Company's participation in these activities.
- **7. Requests for travel authorization shall include an estimate of all expenses to be incurred, i.e., registration fees (if applicable), transportation, lodging, meals and incidentals.

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- *8. Selection of Transportation: Public transportation for one person is usually less costly than use of a Company automobile by a sole occupant and frequently results in less time away from the office. Accordingly, public transportation will be used where practicable. Group travel by chartered aircraft or Company automobile should be decided on the basis of time away from office, convenience, and total transportation cost.
- *9. Air Travel: Normally, for inter-state flights, first-class airline accommodations will be provided when available on regular routes of regularly established airline companies. For intra-state flights or short inter-state flights, regular coach accommodations of such companies should be used if they fit the employee's travel schedule.
- *10. Group Air Travel: To the extent practicable, group air travel of key personnel should not be concentrated on any one flight. All group travel arrangements will be made through the Traffic Section of the Purchasing and Stores Department to ensure that the limits of the Company's travel insurance provisions are not exceeded.
- **a. When group travel is necessary, transportation costs within the Company system by chartered aircraft may be less costly than public transportation. In such cases, chartered aircraft may be arranged for by contacting the Traffic Section of the Purchasing and Stores Department.
11. Air Travel Cards: Travel credit cards may be obtained for employees who frequently travel on Company business and whose travel requirements are such that they are subject to variation or change while away from the General Office, or that they frequently require emergency transportation outside the usual working hours.
12. Public Travel Agencies: Public travel agencies will not be used to obtain transportation for employees to travel on Company business.

AIR TRAVEL INSURANCE

- *13. Regular Scheduled Airline Flights: The Company carries air travel insurance to cover all employees while in flight as passengers on authorized Company business by airplane or helicopter, any place in the world, provided such aircraft is operated at the time on orders of competent authority.
- a. The insurance will pay benefits for death or certain degrees of dismemberment in an amount equal to two and one-half times the employee's annual base salary at the time of the accident, subject to a minimum of \$125,000 and a maximum of \$400,000 for any one person and limited to \$1,500,000 aggregate covering all employees involved in any one flight accident.

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AIR TRAVEL INSURANCE (Cont.)

*14. Charter Flights: In instances where employees are in flight by airplane or helicopter as passengers on authorized Company business, for the purpose of observation, inspection, construction or maintenance, the same coverage applies, except that the minimum benefit is reduced to \$50,000 for any one person.

15. The Company will not reimburse employees for any expense in purchasing additional personal insurance while flying on Company business.

ADDITIONAL COPIES

16. Additional copies of this Standard Practice and Supplement may be obtained from the office of the Vice President-Personnel and General Services.

APPROVED BY: S. L. SISLEY
President

