

Z. Expense Reimbursement (Policy # 305)

The District has established the following procedure regarding reimbursement for travel and other District related business expenses.

PROCEDURE

1. Employees shall obtain Department Head approval prior to incurring any District reimbursable expenses related to travel or other business functions.

2. The decision of the General Manager shall be final in cases where conflict of opinions on reimbursement exists. The following guidelines shall govern the approval of the General Manager.

a. While attending approved functions, the burden of responsibility for sound judgment in expending District funds rests with the attending employee.

b. A fixed reimbursement amount is set by the General Manager to cover all meals not otherwise included in the registration fee.

c. Reimbursement of expenses shall be based on the minimum number of days and hours required transacting District business.

d. The employee shall submit receipts, whenever possible, with itemizations and explanations in order to receive reimbursement for miscellaneous expenses such as cab fares, telephone calls, fees and tips and other incidental expenses.

3. Vehicle Use/Reimbursement

Prior approval of the General Manager/designee must be obtained for use of a District vehicle. If there is no District vehicle available, employees may request the use of their own vehicle.

Employees approved to use their personal vehicles shall provide the District with proof of valid insurance. The employee shall receive reimbursement at the rate currently established by the Internal Revenue Service.

Whenever possible, employees shall pool rides when traveling on District business.

4. Travel Arrangements and Reimbursement

All travel reimbursement requests must be in accordance with the travel policy of the Governing Board members. Reimbursement requests with receipts shall be submitted to the Department Head for approval on the expense reimbursement form. Approved reimbursement requests shall be forwarded to the Department Head and General Manager for payment.

The District may not reimburse expenses that are not fully supported by receipts.