

## **Sunnyslope County Water District Expense Reimbursement Policy**

### **8150: Expense Reimbursement**

**8150.1** District directors or employees shall be reimbursed for “Out-of-Pocket” expenses (see policy § 8100.4) incurred in the performance of his/her duties for items or services appropriately relating to District business and for expenses while traveling on approved District business. This policy applies to all employees and members of the Board of Directors and is intended to result in no personal gain or loss to a director or employee.

**8150.2** Reimbursement requests will be submitted on a form approved by the General Manager. Included on the reimbursement form will be an explanation of the District-related purpose for the expenditures, and receipts evidencing each expense shall be attached. Appropriate reimbursement forms include:

- a. **Petty Cash Slip:** Reimbursement of District business related expenses totaling under \$100.
- b. **Expense Report:** Reimbursement of expenses totaling over \$100, for “Out-of-Pocket” expenses and all travel related expenses while on approved district business.

**8150.3** The Finance Manager or the General Manager will review and approve reimbursement requests. The General Manager reserves the right to final approval for all travel expenses.

- a. Reimbursement requests by the Finance Manager will be reviewed and approved by the General Manager.
- b. Reimbursement requests by the General Manager will be reviewed and approved by the Finance Manager.

**8150.4** All expenses must be reasonable and necessary; directors and employees are encouraged to exercise prudence in all expenditures.

- a. **Meal expenses** will be paid or reimbursed when attending a work-related function away from the District office.
  1. The maximum meal per diem allowed per day (excluding tip not to exceed 20%) is as follows:
    - a. **Breakfast** may be claimed if District traveler must be away from home because of District business before 6:00 a.m., not to exceed \$15.
    - b. **Lunch** may be claimed if, because of District business, travel must commence before 11:00 a.m. and end after 2:00 p.m., not to exceed \$20.

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- c. Dinner may be claimed if a District traveler cannot return home because of District business until after 7:00 p.m., not to exceed \$35.
  2. Expenses incurred above the maximum amount allowed will be charged to the employee.
  3. No alcoholic beverages are allowed in the meal per diem.
- b. **Personal expenses** such as phone calls, movie rentals, etc. are not reimbursable and will be the responsibility of the employee.
- c. A **District owned vehicle** will be provided for transportation whenever possible. In the event that a District vehicle is not available and the employee uses his/her **personal vehicle** for District business, the employee will provide the District with verification of personal vehicle insurance. Mileage on personal vehicles shall be reimbursed at the current published Internal Revenue Service mileage rate.
- d. The most economical mode and class of transportation reasonably consistent with scheduling requirements will be used. In the event a more expensive class of transportation is used, such as **air travel**, the reimbursable amount will be limited to the cost of the most economical class of transportation available.
- e. Expenditures for **lodging** will be moderate and reasonable and eligible for reimbursement as follows:
  1. District travelers are eligible to claim for lodging when travel on official District business reasonably requires an overnight stay and is at least 50 miles from the District office.
  2. District travelers are eligible to claim for lodging the evening prior to an out-of-District function if the District traveler must be away from home prior to 6:00 a.m. to arrive at the beginning of the function.
  3. District travelers are eligible to claim for lodging for the last evening of an out-of-District function if the District traveler would otherwise arrive at his/her home after 9:00 p.m., if he/she left at the conclusion of the function.
- f. A **travel advance** of up to \$100 per day may be obtained prior to authorized District travel. The cash advance is for the convenience of the director or employee, and is an advance against actual costs incurred. Upon completion of travel, an Expense Report must be submitted and accompanied by receipts for all expenditures. The cash advance will be deducted from the balance owed to the director or employee on the Expense Report.

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Policy Approved:	<u>July 14, 2011</u>
Policy Amended:	<u>September 11, 2013</u>
Policy Amended:	<u>October 21, 2014</u>
Policy Amended:	<u>September 15, 2015</u>
	Date

### FORMS:

### PETTY CASH

NUMBER	DATE
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DESCRIPTION OF ITEM/SERVICE PURCHASED	AMOUNT	
<b>CHARGE TO ACCOUNT</b>	<b>TOTAL</b>	

  

Received By _____	Approved By _____
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