



**4.6. Expense Reimbursement.** District employees and officials may be reimbursed for approved normal and reasonable travel and other expenses incurred for business-related purposes. Normal and reasonable travel costs are defined as expenses for transportation to and from a location other than the employee's primary work-place, lodging, meals and related items who are traveling for District purposes only. Any such travel must be authorized in advance by the District General Manager or designee.

**4.6.1** District expense reimbursement is based on actual expenses incurred in the service of the District, there are no per diems. Expenditures must be pre-approved and are reimbursed after submission of a District Reimbursement Form filed within 15 days of the purchase or travel date and accompanied by original receipts for each expense reported.

**4.6.2** No claim for reimbursement shall be paid unless it is accompanied by an original, bona fide vendor's receipt. Should a receipt be lost or not be obtainable, an employee certification signed by the District General Manager or designee will serve as a substitute for a receipt. Such receipt or certification should show the date, a description of the purchase, vendor identification, amount paid, and an explanation for the lack of a receipt should that be the case. Falsification of a receipt or certification is grounds for disciplinary action up to and including termination.

**4.6.3** The District may approve reimbursement for the following business expenses:

(a). Materials, supplies or other items used for District business purposes.

(b). Mileage for personal vehicle shall be reimbursed for travel at the current maximum rate allowed by the United States Internal Revenue Service (IRS) to and from a location other than the employee's primary work- place.

(c). Meals (including a sensible tip) may be reimbursed only when pre-approved and associated with official business. If expenses include the cost of meals for other persons, the reimbursement form must list names of individuals, the purpose, time and location. All employees claiming reimbursement for meals consumed while on District business must provide original receipts. Employee certification in lieu of original receipt will not be accepted for meals.

(d). The District will reimburse the cost of standard airfare (coach) only. Reservations should be made at least 3 weeks in advance whenever possible to guarantee the ticket is purchased at the lowest available fare.

(e). Automobile rental expenses will be reimbursed to the extent they are reasonable and appropriate. Additional automobile insurance should be purchased when renting an automobile for foreign travel.

(f). Alcoholic beverages are not a reimbursable travel expense.

**(g).** Reasonable, incidental charges such as gratuities are reimbursable and need not be supported by a receipt. However, such charges should be tracked and submitted as certification of the expenditure. Falsification of this certification is grounds for disciplinary action up to and including termination.

**(h).** Lodging may be reimbursed when necessary for travel outside of the District. Employees are encouraged to seek out reasonably priced accommodations to minimize the cost to the District. Costs associated with upgrades in accommodations will not be reimbursed unless standard accommodations are not available. Itemized receipts for all lodging expense must accompany the District Reimbursement Form

**(i).** The actual cost of preapproved conferences, seminars, training courses, and classes related to training and training materials may be reimbursed. More information on allowable training and professional development opportunities can be found in Section 5.2.

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