

## Section VII — Staff Expense Reimbursement Guidelines

The AROMAS WATER DISTRICT will fully compensate employees for all reasonable and prudent expenses incurred in the course of business as described below:

### A. Credit Card Use

Credit cards will be issued to specific employees who either travel on a regular basis on AROMAS WATER DISTRICT business, or have the need to frequently purchase supplies or services. Credit cards shall be used only for legitimate, approved business of the AROMAS WATER DISTRICT, subject to the following regulations. These cards should be used for all approved expenses as authorized in this section.

- No personal items may be charged on the business credit card;
- All charges must be in line with travel guidelines or as approved by management; and
- Receipts must be submitted to Finance with the approved travel expense report, expense claims reimbursement form or the charge card request/authorization form within one week of making the charge.

### B. Employee Incurred Expenses

Expenses under the amount of \$25, which are incurred by employees for AROMAS WATER DISTRICT purposes, will be reimbursed through its petty cash account. Expenses over that amount will be reimbursed through normal accounting procedures after you have completed and submitted an expense report. All expenses must be approved in advance by management before submitting to Finance for reimbursement.

### C. Mileage

The mileage reimbursement rate to operate privately-owned vehicles will be the allowable IRS rate in effect at the time the expense is incurred. The mileage distance should be calculated from your home or the AROMAS WATER DISTRICT'S offices, whichever is shorter. Any employee incurring out-of-pocket expenses due to traffic accidents while on AROMAS WATER DISTRICT business (i.e.

deductibles), may be reimbursed by the AROMAS WATER DISTRICT.

Employees driving private vehicles on AROMAS WATER DISTRICT business are required to have proof of insurance coverage for your personal vehicle.

You are expected to practice good defensive driving techniques and operate the vehicle in a safe and responsible manner.

#### **D. Meals**

The following guidelines should be used for reimbursement of meals while traveling on AROMAS WATER DISTRICT business. Special circumstances will be required to justify reimbursement for amounts above the following, which should include tax and tip:

<u>Partial Day Travel</u>	<u>Full</u>	<u>Day</u>	<u>Travel</u>
Breakfast \$10.00	\$55/day		
Lunch \$15.00			
Dinner \$30.00			

In order to be eligible for meal reimbursement, you must get prior approval from management.

#### **E. Lodging**

The reimbursement rate should not exceed \$100 per night inclusive of tax and needs prior approval from management.

#### **F. Phone**

Operators and managers may be issued a cellular phone. It is expected that this phone will be used to place all calls, including personal, while traveling on AROMAS WATER DISTRICT business. Employees not issued a cellular phone and traveling on AROMAS WATER DISTRICT business will be reimbursed for up to 10 minutes each night for necessary personal calls.

#### **G. Parking**

Parking expenses for AROMAS WATER DISTRICT business will be reimbursed upon approval of management and presentation of receipt.

## H. Expense Reports

Expense reports must be turned in to Finance for approval within one week of returning to the AROMAS WATER DISTRICT office.

## Section VIII — Around the Office

### A. Dress & Grooming Standards

While the AROMAS WATER DISTRICT has no formal dress code, it is expected that you will dress in a manner consistent with good business practices.

The following guidelines should be followed by office employees

- Professional clothing (Suit, tie, skirt, dress shoes) is not required on a daily basis but should be worn on days when professional contact is expected.
- Slacks, skirt, and blouse or shirt, or dress which are appropriate business wear.

The following are **not** appropriate during normal working hours:

- mini-skirts
- jeans
- halter/tube/crop type tops (including tank top t-shirts, and any backless tops)
- athletic clothing
- sheer clothing
- t-shirts
- facial piercing
- torn, cut or frayed clothing
- clothing with obscene messages or artwork
- hats or headgear (except those worn for acceptable religious reasons)

The following guidelines should be followed by operators:

- Jeans or work pants with AROMAS WATER DISTRICT shirts embroidered with name and logo
- Sturdy boots or work shoes with ankle and toe protection