

80-00: STAFF EXPENSE REIMBURSEMENT GUIDELINES

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

80-01: CREDIT CARD USE

Credit cards will be issued to specific employees who either travel on a regular basis on DISTRICT business or have the need to frequently purchase supplies or services. Credit cards shall be used only for legitimate, approved business of the 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 Accounting with the approved travel expense report, expense claims reimbursement form or the charge card request/authorization form within one week of making the charge.

80-02: EMPLOYEE INCURRED EXPENSES

Expenses under the amount of \$25, which are incurred by employees for 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.

80-03: 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 DISTRICT'S offices, whichever is shorter. Any employee incurring out-of-pocket expenses due to traffic accidents while on DISTRICT business (i.e. deductibles), may be reimbursed by the DISTRICT.

Employees driving private vehicles on 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.



80-04: MEALS

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

Partial Day Travel	Full Day Travel
Breakfast \$15.00	\$70/day
Lunch \$20.00	
Dinner \$35.00	

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

80-05: LODGING

The reimbursement rate should not exceed \$170.00 per night inclusive of tax. In order to be eligible for lodging reimbursement in the case where nothing is available below the \$170.00, you must get prior written or oral approval from management.

80-06: 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 DISTRICT business. Employees not issued a cellular phone and traveling on DISTRICT business will be reimbursed for up to 10 minutes each night for necessary personal calls.

80-07: PARKING

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

80-08: EXPENSE REPORTS

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