

Excerpted from District Personnel Policy

I. Travel and Other Expenses Policy

This policy shall apply to Board members, District officer(s) and employees hereinafter referred to as “traveler” for travel mileage and use of District-owned and privately-owned vehicles and any expenses incurred by any traveler in the course of conducting District business. This policy also applies to any expenses incurred by Board members in performing their duties as Trustees. In accordance with applicable law, the District indemnifies employees for all necessary expenditures or losses occurred by the employee in direct consequence of the discharge of his/her duties, or of his/her obedience to the directions of the District management.

A. Travel by Board Members

- a. Board members shall choose their own mode of travel. They must choose the most economical and efficient mode of travel. Any Board member, at their own discretion, may seek assistance of the District office in making reservations or travel arrangements. All expenses incurred by the Board member during travel or for conducting District business must be substantiated by a receipt and/or Travel Expense Reimbursement Form.
- b. All expenses for Board members must be approved as an individual action item by the Board within the next three meetings following the Board member’s attendance at the event. Board members must give a report on the event attended. No advance for any expenses, including, but not limited to, airfare, registration or meals, shall be granted to any Board member prior to the attendance of an event.
- c. Board members must purchase airline tickets at least three weeks prior to his/her travel and make all other reservations including lodging and registration in a timely manner. Any additional expenses incurred due to travel itinerary changes shall not be reimbursed unless the travel

change was caused by an emergency or other act out of the Board member's control. Any late fees or high room rates must be borne by the Board member in the event timely reservations were not made.

B. Claims Procedures

- a. The District Manager shall establish procedures regarding preparation and filing of documents and payment of expenses for Board members and employees. All expenses related to meetings/conferences/seminars incurred by Board members must be approved by Board action prior to reimbursement to individual Board member.

C. Reimbursement for travel

- a. The following allowable expenses and reimbursement limitation are established for travel:
 - i. Private auto mileage shall be reimbursed at the maximum rate allowed by the IRS regulations
 - ii. Air travel reimbursement shall be equivalent to air coach fare from Ontario, Los Angeles, Orange County or other local airports to the destination or nearest available airport thereto.
 - iii. The actual cost, if paid from personal funds for lodging, public transportation, taxi, car rental, parking, business related phone calls, limited personal calls, registration, and tuition shall be reimbursed. The cost incurred by an individual shall be substantiated by a receipt. In the event a receipt was not obtained, but expenses were incurred by an individual, then "Travel Expenses Reimbursement Form" (Appendix X) must be filled out describing the nature of the expenditure and signed by the individual to be reimbursed. Upon approval of authorized

expenses by the District Manager (or, in the case of Board member expenses, the Board's approval), the reimbursement shall be made to the traveler.

- iv. In lieu costs for meals and gratuities, a daily allowance of seventy dollar (\$70.00) per day may be granted to the traveler. In the event the District pays for meal(s) as part of the registration, then the cost of such meal(s) will be deducted from the traveler's daily allowance at the rate of fifteen dollars (\$15.00) for breakfast, twenty (\$20.00) for lunch and thirty-five dollars (\$35.00) for dinner. A traveler may be entitled to the full daily allowance if travel time exceeds twelve (12) hours, otherwise allowance shall be prorated at the above rate. For authorized meal(s) within the local area, employees and Board members shall turn in their receipt for reimbursement.

- v. An advance for meal(s) or other expenses may be granted by the District Manager to the authorized employee. Any personal expenses charged to a room by an employee must be accounted for in the "Travel Expense Reimbursement Form" immediately upon the traveler's return.

- vi. An employee may charge incidentals to their room if no advance has been received by the employee. If an employee has received an advance, then the employee must pay all incidentals from the advance prior to checking out.