

Clovis Veterans Memorial District

Reimbursement Policy

No. 02.24.02

RULES AND REGULATIONS FOR THE REIMBURSEMENT OF TRAVEL EXPENSES

1. Purpose

The purpose of this policy is to explain the policy on travel expenditures pursuant to Government Code Section 53232.2(b).

2. Scope

2.1. This policy applies to all employees and Board Members of the Clovis Veterans Memorial District.

3. General Policies

3.1 It is the policy of the District to reimburse District employees and Directors for transportation, program/registration fees, lodging, and meals expenses while attending to District business, including but not limited to, conferences, training programs, meetings, seminars, and classes.

3.2 It is the policy of the District to exercise prudence with respect to hotel/motel accommodations. It is also the policy of the District for Directors and employees to stay at the main hotel/motel location of a conference, seminar, or class to gain maximum participation and advantage of interaction with others whenever possible.

3.3 In cases where District business is combined with personal business, the costs must be separated. Directors and employees will be reimbursed only for costs related to the District business portion of the trip.

3.4 Travel to and attendance at meetings, seminars, training programs, and conferences should not place a financial burden on the attendee to advance travel, meals, and lodging costs. Requests for advancements or prepayment shall be made using the Per Diem & Travel Form and is preferred (where prepayments can be refunded if the event is cancelled, or the attendee fails to attend).

3.5 All expense documents related to the trip must be kept and submitted to support any request for reimbursement.

3.6 Expenses incurred for alcoholic beverages, premiums for personal property insurance, or any discretionary items intended for the personal benefit or pleasure of the Director or employee such as entertainment, laundry services and the like shall not be subject to reimbursement.

3.7 Online training or self-directed training is encouraged whenever available and feasible.

3.8 Whenever feasible, attendance by District employees at training seminars and classes should be during regular working hours.

3.9 Directors, employees, and officers must obtain the pre-approval from the District CEO for travel and attendance at out-of-state seminars, conferences, meetings, and classes.

3.10 It is preferred that a Per Diem & Travel form be filled out and paid ahead of time, however if it is not a claim for reimbursement of travel expenses must be filed within ten

days after the event by completing and filing the Per Diem & Travel Form along with the appropriate supporting documents.

4 Rules & Guidelines for Reimbursement of Specific Expenses

4.1 Transportation

4.1.1 General Guidelines

- The most reasonable and economical means of transportation will be used, taking into consideration distance, time, and total costs for the District, unless unusual circumstances require other alternatives.
- A District vehicle should be used when driving to an event if available and appropriate.
- When there are multiple locations where a conference, seminar, or training program is being held, the least expensive location is encouraged. If a Director or an employee prefers to attend the event at a different location for personal reasons, only the time and cost for the cheapest location will be reimbursed. Therefore, an employee may be required to use vacation hours when the costs are compared.
- Insurance premiums on a personal vehicle are not reimbursed.
- No reimbursements will be made for the repair of a private vehicle.
- Directors and employees shall use government and group rates offered by a provider of transportation when available.

4.1.2 Travel by Private Vehicle

Specific Rules and Guidelines (see also General Guidelines above)

- The driver must carry liability insurance.
- The driver must possess a valid driver's license.
- No reimbursement will be made on the insurance premium for the vehicle used.
- No reimbursement will be made for the repair of a private vehicle for any repairs during the trip.
- Rate of reimbursement: Mileage reimbursement will be at a rate equal to the rate prescribed by the IRS.
- Mileage computation: Mileage will be the distance from the employee's or Director's residence or normal designated workstation (if travel is on a working day) to the destination, and return, whichever is less. Mileage may also include travel to and from a common carrier terminal.

4.1.3 Commercial Auto Rental

Specific Rules and Guidelines (see also General Guidelines above)

- The type and size of the automobile rented shall be the least expensive appropriate to the use required by the employee or Director.
- Effort should be made to obtain the lowest rate whenever possible.
- Rate of reimbursement: Based on following the general guidelines and the specific guidelines, the actual and necessary costs of the rental when substantiated by an invoice will be reimbursed.

4.1.4 Air Travel

Specific Rules and Guidelines (see also General Guidelines above)

- Use a carrier that has the lowest airline rates available.
- Reimbursement will be based on travel by economy class.

- No additional charges or higher airline rates may be incurred for reimbursement by the District for the purpose of obtaining frequent flyer miles or any other promotional discounts for future use.
- Rate of reimbursement: Based on following the general guidelines and the specific guidelines above, reimbursement for the cost of air travel will be made when accompanied by an E-ticket or itinerary.

4.1.5 **Use of Taxis/ Ride Services**

Specific Rules and Guidelines (see also General Guidelines above)

Whenever possible, all attempts must be made to utilize hotel/motel shuttle services to and from an airport or train/bus station.

Rate of reimbursement: The actual cost of the taxi ride plus gratuity will be reimbursed. Any claim for reimbursement must be accompanied by the following documents:

- A ticket/receipt.
- In addition, an explanation must be provided as to why the travel by taxi was necessary and why the hotel's shuttle service was not used.

4.2 Lodging

4.2.1 General Guidelines

- It is the policy of the District to exercise prudence in selecting lodging accommodations. Although it is also a policy that the preferred lodging be in the venue of the event to gain maximum participation and having the advantage of more interaction with other participants, the cost has to be compared to and weighed against other lodging accommodations that are within ten minutes of the venue where the expected benefits of a same venue lodging are simply minimal or non-existent.
- If lodging is provided in connection with a conference or organized education activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that the lodging at the group rate is available to the Director or employee at the time of booking. If the group rate is not available, the Director or employee shall use lodging that is comparable with the group rate. The maximum reimbursement is the event group rate.
- Where the room is shared with other employees or a Director who are participants in the event, only one employee/Director will pay the lodging cost and thereon be entitled to reimbursement.
- Lodging reimbursement is allowed for the evening before an event where the attendee must leave before 7:00 a.m. on the day of the event to make it on time. It is also allowed for the last day of the event, where traveling on the last day would result in the attendee arriving at his/her residence after 8:00 p.m.
- The claim for reimbursement must be accompanied by receipts and/or other supporting documents as applicable.

4.3 Meal Expenses

4.3.1 General Guidelines

- It is the policy of the District for the following meal reimbursement rates to apply:
 - If the conference, seminar, or class requires an employee or Director to leave their home before 7:00 am, they are eligible for re-imbusement of breakfast in the amount up to \$16.00.

- If the work commitment requires that you to travel during the lunch hour, you are eligible for re-imbusement of up to \$17 for lunch.
 - If the work commitment requires that you travel during the dinner hour, you are eligible for re-imbusement of up to \$31.00 for dinner.
- 4.3.2 The maximum daily meal allowance is \$64.00 per day, including taxes and tips, as established by the United States General Services Administration. Meal expenses shall not exceed the daily meal limit amounts set, regardless of the amount of receipts submitted. Meals that are included in conference registration fees will not be an allowable expense.

4.4 Registration Fees

- It is the preference of the District that registration fees are pre-paid using a District credit card. If that is not possible, The employee may also pay the registration fee with his/her own credit/debit card and then claim reimbursement after the event.

4.5 Reporting Requirements

- 4.5.1 Board of Directors: A brief report on the class training or seminar attended by him/her must be presented by the Director at the next meeting of the Board of Directors.
- 4.5.2 CEO: The CEO will summarize orally or in writing all reports of meetings, conferences, and training programs or seminars attended by the CEO at the following Board Meeting during CEO Updates.
- 4.5.3 Employee: Within 10 days after the travel or meeting, an employee must provide him/her supervisor with an oral or written report on the event which highlights knowledge gained by the employee and the benefits that may accrue to the District as a result. If the subject matter covered at the class, training program, or seminar is of value to other employees, then the participant may be required to present a summary of the class, training, or seminar to other employees of the District.