

DIVISION XI REIMBURSEMENT OF INCURRED EXPENSES

Section 11.01 Reimbursement for Meals

Upon prior authorization, the District will reimburse an employee for meals when the employee travels for District business during meal times. Limits to be observed are specified in District Policy Number 4031.4, as may be revised from time to time. (Revised by Ord 2006-03)

Section 11.02 Reimbursement for Mileage

When authorized in advance by the General Manager, an employee may utilize his personal vehicle in the conduct of District business, and shall be entitled to reimbursement at the currently permitted IRS mileage allowance as may be revised from time to time. [Revised by Ord 2006-03] The employee must submit an accounting of actual mileage on District business to initiate reimbursement. (Revised by Ord 2009-06)

Section 11.03 Reimbursement for Lodging

When authorized in advance by the General Manager, an employee who is away from his/her principal residence on District business may be reimbursed for the reasonable cost of overnight accommodations specified in District Policy 4031.4 and sub-sections, as may be revised from time to time. The employee must submit receipts to initiate reimbursement. (Revised by Ord 2006-03; 2009-06)

The General Manager, at his/her discretion, may allow an "advance allowance" to the employee. The employee must submit all receipts of expenses to substantiate said advance allowance and any funds not utilized must be promptly returned to the District. (Revised by Ord 2006-03)