



GENERAL MANAGER’S REIMBURSEMENT POLICY

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Administering Entity: Board of Directors and General Manager

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Responsibility for Review: : Board of Directors and General Manager

Purpose of Policy

To establish the criteria for the types of activities that constitute performance of official duties for which a CCCSD General Manger may receive payment and the expenses that qualify for reimbursement, the rate for such expenses and the procedure to receive reimbursement.

POLICY

No other reimbursement outside the criteria in this policy and the General Manager’s Employment Agreement shall be paid to the General Manager, unless first, a written amendment to this policy outlining other compensable activities is adopted in a public meeting.

To conserve CCCSD resources and keep expenses within community standard for public officials, expenditures should adhere to the guidelines set forth in this policy and the General Manger’s Employment Agreement

CCCSD GENERAL MANAGERS MAY BE REIMBURSED FOR THE FOLLOWING

A. Reimbursement for Expenses

- 1) Travel, meals, lodging and
- 2) General Manager will be reimbursed for actual telephone and fax expenses incurred on CCCSD business. Telephone and cellular bills must identify which calls were made on CCCSD business.
- 3) General Managers will be reimbursed for internet access connection and/or usage fees away from the office if internet access is necessary for CCCSD related business. Reimbursement will not exceed the actual amount charged by the out-of-town accommodation.
- 4) To the extent that actual costs incurred in the performance of official duties are reasonable and necessary but are not otherwise defined above, the General Manager may be entitled to reimbursement for expenses that meet the guidelines of this policy. In any event, a General Manager shall not be entitled to reimbursement for any expenses to the extent they exceed the cost generally available to the public.

Expenses that do not fall within the adopted travel policy or current IRS rates must be approved by the BOD, in a public meeting, before the expense is incurred by filing Exhibit "B" (except for lodging expenses at the group or government rate).

B. Reimbursement Procedures

- 1) Exhibit "A" will be provided by CCCSD to the General Manager to file reimbursement requests.
- 2) Exhibit "A" shall be signed by a member of the BOD.
- 3) The expense report must document expenses that meet the criteria in this policy.
- 4) Expense reports must be filed within sixty (60) days of incurrence and be accompanied by original receipts (unless claim is for IRS reimbursement rates only);
 - I. All expenditures, credit card expenses and expense reimbursement requests must be submitted on an expense report form provided by CCCSD.
 - II. If a request for reimbursement is not submitted within the specified timeframe, the form will not be processed for payment, subject to review for mitigating circumstances.
 - III. If receipts are not available for whatever reason, expenses may be submitted with an explanation. After review, if approved, undocumented expenses will be reimbursed in accordance with IRS guidelines.

- IV. Expense reports must document that the expense in question met the requirements of this policy.
- V. Inability to provide such documentation in a timely fashion may result in the expense being denied for reimbursement.
- 5) General Manager shall provide a brief report on the meeting attended at the next regular meeting of the BOD, or in a General Manager Memo and
- 6) General Manager should keep in mind that expenditure may be subject to reporting under the Political reform Act and other laws. All CCCSD expenditures are public records subject to disclosure under the Public Records Act.
- 7) Any travel that exceeds the Approved Budget must have prior BOD approval.
- 8) All expenses are subject to verification that they comply with this policy.

C. Penalties for Misuse of Public Resources

- 1) Loss of reimbursement privileges;
- 2) Restitution to the CCCSD and
- 3) Civil penalties and/or criminal prosecution for misuse of public resources.
- 4) No Shows and Late Cancellation. This is meant to address the failure to attend a conference or general meeting, after expenses have been incurred for that event. Such expenses may include conference fees, prepaid hotel and airline charges. It is the General Manager's responsibility to ensure that any prepaid fees are fully refunded to CCCSD as a cash refund or vendor credit that can be applied within the next twelve (12) months to future registration fees, travel or lodging. Vendor credits are acceptable only when it can be reasonably assumed that the CCCSD will need to use the particular credit within that time frame. An exception may be made for emergencies. A written explanation addressing the reason(s) for non-attendance shall be attached to the expense report and submitted for Board approval at a public meeting.