

ORDINANCE 2000-05  
EXHIBIT A  
TRAVEL GUIDELINES AND  
REIMBURSEMENT POLICY

1. Mileage to and from out of town District related meetings, activities, etc. on a private vehicle will be reimbursed upon presentation of proper documentation.
2. It is desirable that staff members use a company vehicle for all out of town travel, whenever possible.
3. Travel advances are allowable for out of town, over night travel, and must be requested two days in advance of travel date. However, it is desirable that all expenses be reimbursed, with proper documentation, whenever possible.
4. Individuals are responsible for the accounting of travel advances, and must turn in the proper documentation, along with detailed receipts and any unexpended funds to the District within two days upon return.
5. It is desirable that the company credit card be used, whenever possible, to pay for lodging, meals, fuel for company vehicle, etc.
6. When an approved activity or meeting is a distance of 150 or more miles from the District office, and begins prior to 10:00 AM, the District will pay for lodging for the night before.
7. Staff members traveling the day before or the day after a meeting, may do so during working hours, provided they take no more time than is necessary to arrive at their destination. Any additional time must be taken off vacation. These arrangements must be approved in advance by the General Manager.
8. When returning from an out of town activity or meeting, a distance of 150 or more miles from the District office, if the activity ends by 6:00 PM, the individual traveling is expected to return that night. If they choose to stay an additional night, the District will not pay for an additional night of lodging, meals, etc. If the individual is a staff member, and the next day is a regularly scheduled work day, vacation must be requested and approved in advance by the General Manager for missed work hours.
9. Expenses are allowed only for employees or authorized persons. Expenses associated with other individuals are not the responsibility of the District.
10. The District will not, under any circumstances, reimburse costs for alcohol.
11. Parking expenses will be reimbursed with receipt.

12. Rental car expense will be reimbursed with receipt.
13. When an approved activity or meeting is a distance of 500 miles or more from the District office, the District will pay air fare, provided it is less expensive than mileage, lodging and per diem for additional days necessary to travel by automobile.
14. Reasonable miscellaneous expenses associated with approved travel will be reimbursed with receipts.
15. All travel receipts and requests for reimbursement must be accompanied by the proper documentation.
16. Rates:
  - a. Mileage on a private vehicle will be reimbursed at the rate of .32 per mile.
  - b. Lodging will be reimbursed at the actual rate, but in no event in excess of \$100 per night, unless approved in advance by the Board of Directors.
  - c. Meals will be reimbursed at the rate of \$7 for breakfast, \$10 for lunch and \$18 for dinner, or at actual costs, with detailed receipts. Receipts containing only total amounts are not acceptable.
17. In order to qualify for breakfast payment, travel must occur two hours prior to regularly scheduled work hours. Dinner will be reimbursed when travel occurs a minimum of two hours after regularly scheduled work hours.