



<i>Policy</i>	<i>Policy Number</i>	<i>Date Adopted</i>	<i>Date Revised</i>
EMPLOYEE EXPENSE REIMBURSEMENT POLICY	TBD	12/10/2014	

**Purpose**

The purpose of this policy is to establish guidelines governing the reimbursement of expenses incurred by employees for necessary and reasonable costs directly related to transactions of District business. All purchases made for the District by staff shall be authorized by the Director of Human Resources or the General Manager prior to incurring the expense. Authorization shall be by written, text or email. Verbal authorization may be permitted in extenuating circumstances.

**Policy**

The requirements for expense claim reimbursements and approvals are as follows:

- Expense Reimbursement Claim forms; (Exhibit A) submitted for reimbursement must be accompanied by a receipt or supporting documentation. Receipts must be signed and have a brief written explanation of the expense.
- Expense Reimbursement Claim forms must be dated and signed by the employee. Request for reimbursement lacking complete information will be returned to the requesting employee and can result in denial of reimbursement.
- Expense Reimbursement Claim forms, together with required documentation, must be submitted to the employee’s immediate supervisor for review and signature approval.
- Supervisors approving the expense reimbursement claim forms are responsible for ensuring that the expenses reported are reasonable, necessary and reimbursable under the policy, the report has been filled out accurately and has the required documentation.
- Expense reimbursement claim forms must be submitted within 60 days of incurring the expense. Requests received after 60 days must be approved by the General Manager.
- Expense reimbursement claim forms will be processed as any other invoice.
- Automobile mileage is reimbursable at the Internal Revenue Service standard mileage rates.

Personal losses while on company business are not reimbursable. Management reserves the right to withhold reimbursement while it investigates expense report items.

**Violation of the Policy**

Use of public resources or falsifying expense reimbursement claims in violation of this policy may result in any or all of the following: 1) loss of reimbursement privileges, 2) a demand for restitution to the District, 3) termination of employment and 4) civil penalties and prosecution for misuse of public resources.