

CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT
REIMBURSEMENT POLICY
September 20, 2018

Purpose

This policy is designed to assist directors, district staff, and contractors in reporting expenses incurred while conducting Calaveras County Resource Conservation District (CCRCD) business activities.

Policy and Procedure

CCRCD expects district staff and directors to act responsibly and professionally when incurring and submitting costs. The organization will reimburse for reasonable expenses on pre-approved business. Including, for example, travel fares, accommodations, meals, tips, telephone, printing, mailing, and fax charges, and purchases made on behalf of the organization.

CCRCD does not pay for local travel to and from the office. If personal vehicles are used for business travel, mileage will be reimbursed and for appropriate parking fees. CCRCD will not be responsible for fuel, maintenance, traffic or parking violations.

General guidelines

- Original receipts are required for reimbursement of all expenses.
- All expenses and summaries must be submitted within 60 days to CCRCD
- Treasurer for payment.
- Reimbursement
- Mileage will be reimbursed at the current year's IRS Standard Mileage Rate.
- Travel guidelines
- The following list includes examples of non-reimbursable expenses:
 - Personal travel insurance
 - Personal reading materials
 - Childcare
 - Toiletries, cosmetics, or grooming products
 - Expenses ~~incurred~~~~occurred~~ by spouses, children, or relatives
 - In-room movies or video games
 - Sporting activities, shows, etc.

◆ District staff will submit reimbursements through the district authorized app (expensify, QuickBooks)

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