

Columbia Irrigation District

POLICY 4 EMPLOYEE TRAVEL AUTHORIZATION AND REIMBURSEMENT

A. GENERAL EXPECTATIONS

All employees of the District are expected to use good judgement regarding the expenditures of the funds for travel expenses.

B. DOCUMENTATION OBJECTIVES

The procedures for documenting the expenses involved with employee travel on District related business activities are designed to provide public accountability in two areas:

1. All travel requests are subject to preapproval to ensure that the travel is appropriate to the needs of the District and that budgeted funds are available for specific travel requests.
2. Reimbursements shall only be made upon receipt of appropriate documentation for actual expenses incurred during approved travel events.

C. APPROVAL

Management shall authorize reasonable registration, travel and attendance expenditures in advance within the budgeted amounts adopted by the Board.

D. TRAVEL SETTLEMENT

The employee shall turn in receipts for lodging and all other expenses within one week of completing the travel to be eligible for reimbursement.

E. GUIDELINES

The following general guidelines apply to the reimbursement of the employee travel expenses.

1. Transportation: The actual cost of transportation, taxi fares, telephone cost and similar items incidental and necessary to the performance of official business while in travel status will be paid. If the employee's personal vehicle is used, the District will reimburse the employee at the current IRS mileage rate for the actual mileage required for the trip. Parking and other related expenses must be documented by receipt.
2. Lodging: Hotel and motel accommodations should be appropriate to the

purpose of the trip. Expenses for lodging must be supported by actual receipts. Reimbursement for lodging is generally limited to the expense of a single room except where employees are sharing a room.

3. Meals: Receipts are required for meals.
4. Communications (phone, fax, coping, ect.): Expenses for communications are reimbursable only if they are directly related to District business and are supported by actual receipts. Personal telephone calls shall be paid for or reimbursed to the District by the employee.
5. Registration and Tuition Fees: Expenses for registrations and/or tuition fees are allowable expenses, and a copy of the registration must be attached to the *Reimbursement Claim for Expenses* form.
6. Accompanied Travel: Any expenses for family members who accompany the employee on a trip are not reimbursable.
7. Alcoholic Beverages: Any expenditures for alcoholic beverages are not allowed and reimbursement shall be required of the employee if any are charged to the District.