

VISALIA PUBLIC CEMETERY DISTRICT
1300 W. GOSHEN AVENUE, VISALIA, CA 93291

EMPLOYEE/TRUSTEE
TRAVEL REIMBURSEMENT POLICY
RESOLUTION 2017-__

This resolution supersedes travel policies of November 30, 2005, March 25, 2015 and May 25, 2016. *January 29, 2020*

WHEREAS, IT IS IN THE BEST INTEREST OF THIS DISTRICT TO ESTABLISH A POLICY FOR REIMBURSEMENT OF DISTRICT EXPENSE, THIS POLICY WILL ESTABLISH THE GUIDELINES FOR WHICH AN EMPLOYEE/TRUSTEE/VOLUNTEER WILL BE REIMBURSED FOR EXPENSES INCURRED ON BEHALF OF THE DISTRICT WHILE CONDUCTING DISTRICT BUSINESS.

TRAVEL EXPENSES:

Travel expenses may include, but are not limited to:

- **Lodging** while attending conferences or training sessions
- **Mileage** to and from the meeting site, when using personal vehicle, will be calculated at the rate set by the Internal Revenue annually. The mileage will be calculated from a computer-generated map site showing the driving distance to and from the traveler's home to the meeting site. *Employees using their personal vehicle for other district business will be reimbursed at the rate set by the Internal Revenue annually.*
- **Commercial transportation**
- **Bridge Tolls**
- **Parking**
- **Public Transportation** including cabs,

- **Meals** during the conference or training sessions. Does not include any alcoholic beverages.
- **Gratuities** paid for services on any of these expenses should not exceed 20 per cent.

All reimbursement requests must be accompanied by receipts.

Person or persons traveling with employee/trustee/ volunteer are responsible for all of their own costs, including meals associated with the meeting *which are paid in advance* by the district in the registration process. *Including any additional room cost, such as a fee for double bed room.* Cost of guest's meals will be deducted from any mileage or other reimbursement cost. If there are no reimbursements being paid then the employee/trustee/volunteer will repay the district by cash or check within 30 days after the event.

All requests for reimbursement must be submitted on a Board of Trustees approved expense form. It must be approved and signed by the district manager.

All submissions shall be turned in to district office no later than 30 days following the event.

The foregoing resolution was adopted upon motion of Board member

Phil pot, seconded by Board member, Duzounian, *all ayes*

At a regular Board meeting held on ~~June 28, 2017~~. **January 29, 2020** By the following votes:

Ayes: 5

Noes: 0