

### **103-01: REIMBURSEMENT**

The purpose of this policy is to prescribe the manner in which members of the Aromas Water District Board of Directors may be reimbursed for expenditures related to approved District business without personal gain or loss. Directors may receive reimbursement for out of pocket expenses as established by resolution of the Board of Directors.

The District shall adhere to California Government Code [§ 53232 through § 53232.4](#) when dealing with issues of expenditure reimbursements for Directors. This policy shall apply to all members of the Board of Directors and is intended to result in no personal gain or loss to a Director.

- Directors are eligible to receive reimbursements for travel, meals, lodging, and other reasonable and necessary expenses associated with approved District business. Where possible, the District will pay expenses in advance for meals, lodging, travel, educational classes and other expenses consistent with the policies stated herein. No alcoholic beverages will be reimbursed. Reimbursement rates shall coincide with guidelines established herein, or rates set by Internal Revenue Service Publication 1542 or its successor publication(s), whichever are greater.
- If lodging is in connection with a prior approved event, such lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor. If the published group rate is unavailable, Directors shall be reimbursed for comparable lodging at government or IRS rates.
- If travel is in connection with a prior approved event, the most economical mode and class of transportation reasonably consistent with scheduling needs must be used, using the most direct and time-efficient route. Directors shall use government or group rates offered by the event provider of transportation when available. If the group rate is unavailable, Directors shall be reimbursed for comparable travel at government or IRS rates.
- Directors shall submit their requests for reimbursement on an expense report form approved by the General Manager. The reimbursement form shall include an explanation of the District-related purpose for the reimbursable expenditure(s). Receipts documenting all expenditures are required to be submitted in conjunction with the expense report form. Failure to submit necessary receipts will result in denial of the reimbursement claim. Expense reports shall be submitted within a reasonable time, and at no time more than fourteen calendar days after incurring the expense. The General Manager will review and approve or deny reimbursement requests.
- Any and all expenses that do not fall within the adopted travel reimbursement policy or the IRS reimbursable rates are required to be approved or denied by the Board of Directors in a public meeting prior to the expense(s) being incurred. Expenses that do not adhere to the adopted travel reimbursement policy or the IRS reimbursable rates, and that do not receive prior approval from the Board of Directors in a public meeting prior to the expense being incurred, shall not be eligible for reimbursement.
- Penalties for misuse of public resources or violating this policy may include, but are not limited to, the following: a) Restitution to the District; b) Civil penalties for misuse of public resources pursuant to Government Code [§ 8314](#); and (c) Prosecution for misuse of public resources, pursuant to [§ 424](#) of the Penal Code. It is against the law to falsify expense reports.

### **103-02: ANNUAL DISCLOSURE OF REIMBURSEMENTS**

The District shall disclose any reimbursements paid by the District of at least one hundred dollars (\$100.00) for each individual charge for services or products received, at the annual Financial Audit. The Board of Directors shall review reimbursement information for the preceding fiscal year (July 1 - June 30) in advance of the Financial Audit.