



POLICY TITLE: STAFF EXPENSE REIMBURSEMENT POLICY

POLICY NUMBER: 2120

2120.1 Expenses not included in the approved budget greater than \$1,500 shall first be submitted to the Board of Directors for approval.

2120.2 In case of emergencies between Board Meetings, The Executive Director may authorize purchases up to \$1,500 as long as the expenditure is an approved budgetary item. If the expenditure is not already approved, the President of Contra Costa RCD Board of Directors may authorize expenditures up to \$3,000 in case of an emergency. If the President is unavailable, the Vice President may authorize the expenditure. The expense would be listed as a determination item on the next board meeting in order to post-approved the expenditure by the board.

2120.3 Whenever employees of CCRCD incur “out-of-pocket” expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expenditure shall be reimbursed per 2120.4. In instances when a receipt is not obtainable, the requested reimbursement shall be approved by the Executive Director before the check is prepared. No reimbursement will be made without submission of “Produce Check” expense report.

2120.4 Request for Reimbursement–must be made through the expense application with a monthly “Produce Check” expense report. Reimbursement requests should include original receipt, purpose of expense, the grant number with expense indicated as billable, if applicable. Any mileage driven for the District’s operations will be reimbursed at the current IRS mileage rate and should be included on the same monthly expense report as per Policy #2130. “Produce Check” expense report will be due at the end of every month as indicated on the shared calendar. All expenses will be approved by the Executive Director prior to being processed.