

**POLICY TITLE: STAFF TRAVEL & TRANSPORTATION
REIMBURSEMENT**

POLICY NUMBER: 2130

It is the policy of the District to reimburse employees for business travel expenses and use of personal vehicles. Expenses for transportation, lodging, meals and related items are allowable when they are incurred by an employee, volunteer or intern on official business which is directly attributable to a contract or required for administration of the organization.

2130.1 Staff can be reimbursed for actual and necessary expenses incurred for attending board meetings, conferences, organized educational activities, meals and travel expenses that are pre-approved and included in the budget.

- a. **Staff** must obtain prior approval from the Executive Director for any expenses charged to the RCD. If expense is not included in the budget, prior Board approval should be obtained.
- b. Travel in excess of 250 miles must be pre-approved by the Board of Directors.

Travel/Per Diem Reimbursement

2130.2 If airfare or lodging is necessary, prior authorization by the Board is required.

2130.3 Per Diem Reimbursement includes lodging allowance, meals allowance and incidental expenses. These amounts will be determined either by actual expense or the current Federal Rates: Continental United States (CONUS) rate found at www.gsa.gov/travel/plan-book/per-diem-rates. Note: These CONUS rates do not include lodging taxes. Lodging taxes are reimbursable and will be included above the federal rate listed on the website. However, taxes and tips are included in Meals and Incidental expense rates, so these costs will not be reimbursed separately.

Per Federal law governing the U.S. General Services Administration (GSA), if an employee cannot find a room within the established per diem rates, employee or director can be reimbursed for the actual hotel charge up to 300 percent of the established per diem rates.

2130.4 Request for Reimbursement must be included on the monthly "Produce Check" expense report and should include original receipts, purpose of expense, grant funder, if appropriate. Request for reimbursement should be submitted by month end for Executive Director's approval.

Mileage Expense:

2130.5 Staff who drive their own vehicle on RCD business will be reimbursed at the current IRS mileage rate through grants or the RCD. Mileage will be calculated based upon IRS allowable business transportation expenses as follows:

- a. Travel from home to the office is never considered a business expense
- b. Mileage for travel to a second job location will be calculated as follows:
 - i) If you work at two places in one day, you will be reimbursed for the expense of getting from one workplace to the other.
 - ii) If you do not go directly from your first job location to your second job location, you will only be reimbursed for going from the job location to the next job location.
- c. Reimbursement will be based on the actual number of miles driven, not to include commute miles (home to office) nor miles driven for personal reasons.

2130.6 Request for Reimbursement must be included and submitted monthly on the “Product Check” expense report. The nature and purpose of the meeting/expense, start and ending locations, number of miles driven, grant funder, if appropriate must be included on the report. A receipt is not required for mileage reimbursement. Request for reimbursement should be submitted by month end for Executive Director’s approval.