

Desert Recreation District Administrative Manual

SUBJECT: Annual Disclosure of Reimbursement to Employees and Board of Directors

SECTION: General Administration

POLICY NUMBER: AP105

DATE APPROVED: May 28, 2014

REVISION DATE: May 28, 2014

Purpose

The purpose of this policy is to prescribe the manner in which Directors and Staff may be reimbursed for expenditures related to Desert Recreation District (District) business. Members of the District Board of Directors and District Staff shall be reimbursed for all legitimate expenses incurred in attending any meetings, or in making any trips on official business of the Board. This shall include but not be limited to seminars, meetings, meals and traveling expenses associated with official District business.

Policy

It is the policy of the District to reimburse Directors and staff for actual and necessary traveling and incidental expense incurred in the performance of official duties as members of the District board, or District staff, subject to the requirements specified in Resolution No. 14-32 and pursuant to California Government Code Section 53065.5, to disclose any reimbursements paid by the District within the immediately preceding fiscal year of at least \$100 for each individual charge for services or product received.

Definitions

The definition of "individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the District.

Process and Procedures

1. All requests must be submitted to the Finance Department using the Travel Reimbursement Form attached to this policy as appendix A.
2. The Finance Department reviews the reimbursement request for completeness and accuracy. The General Manager provides a second review and authorizes the reimbursement.
3. The Finance Department records reimbursement information required for annual disclosure on the Employee/Board Reimbursement Form attached to this policy as appendix B.
4. All expenses must be reasonable and necessary, Directors and staff are encouraged to exercise prudence in all expenditures.

5. Each individual line item on the Expense Reimbursement Form must be supported by appropriate documentation. Examples include:
 - a. Itemized hotel bills
 - b. Stated purpose of meeting, trip, meal, etc.
 - c. Restaurant receipts that include the purpose of the meal/meeting and those in attendance, if reimbursement is covering other participants.
 - d. Google, Map Quest or other documents confirming the mileage between points of travel for business purposes.
 - e. Confirmation of registration at Association or educational programs.
6. The Finance department shall maintain the reimbursement file and prepare and present the annual report for Board approval in January of each year.
7. The said document will be made available for public inspection in accordance with the Public Records Request Policy.

DESERT RECREATION DISTRICT
45-305 OASIS ST – INDIO, CA 92201



TRAVEL REIMBURSEMENT REQUEST FORM

Team Member Traveling: _____

Travel Dates: _____

Destination: _____

Reason for Travel: _____

TRANSPORTATION AND LODGING

Mode of Transportation:

_____ District Car _____ Private Vehicle _____ Rental Vehicle

Other Expenses:

1. Per Diem: \$50.00 per day X _____ # of days = \$ _____
\$9.00 Breakfast \$13.00 Lunch \$28.00 Dinner

2. Extraordinary Expenses _____ \$ _____
Reason for extraordinary expenses _____

Total Cost \$ _____

Signature: _____ General Manager Approval: _____

Date: _____

Date: _____

Desert Recreation District
 Employee/Board Reimbursement Reporting
 Specific Charges of at least \$100.00

Name	Title	Check #	Check Amount	Check Date	Travel	Lodging	Meals	Mileage	Misc.	Description/Purpose
					\$	\$	\$	\$		
				Total	\$	\$	\$	\$	\$	