

GRIZZLY RANCH CSD

POLICY SERIES: PERSONNEL

POLICY NUMBER: 2060

POLICY TITLE: EMPLOYEE MILEAGE REIMBURSEMENTS

- I. When an employee is authorized to use his/her personal vehicle in the performance of District work, he/she shall be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Guidelines in effect at the time of said usage.
- II. Use of personal vehicles shall not be authorized for the performance of District work if a suitable District vehicle is available and safely operational.
- III. Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of said work.
- IV. Employee classifications eligible for reimbursement include the General Manager and Utility System Operators.
- V. Proof of adequate insurance coverage for collision, personal injury, and property damage shall be required by the District of any employee using a personal vehicle in the performance of District work.
- VI. Employees must provide a copy of a valid driver's license.
- VII. Employees must account for miles to be reimbursed through recorded logs to be submitted with their time cards at the end of each pay period. The General Manager will review and approve the Operators logs and an appointed Board Director will review and approve the General Manager's logs.
- VIII. This Policy will be reviewed by the General Manager every year at minimum, or sooner if warranted by internal or external events or changes. Changes to the Policy will be recommended by the General Manager to the Board of Directors.

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GRIZZLY RANCH CSD

POLICY SERIES: PERSONNEL

POLICY NUMBER: 2990

POLICY TITLE: Compensation for Meetings and Travel

2990.1 The Grizzly Ranch CSD recognizes that, for the benefit and in the interests of the District, it is necessary for Grizzly Ranch CSD staff and Directors to attend meetings and to travel in order to conduct Grizzly Ranch CSD business. The Grizzly Ranch CSD is committed to wise and prudent use of its entrusted public funds, to conserve Grizzly Ranch CSD resources and to keep expenses within community standards. The Grizzly Ranch CSD is also committed to providing effective and responsive services to its constituents. This policy sets forth guidelines for travel and meeting attendance on Grizzly Ranch CSD business, and for the reimbursement of expenses.

2990.2 All actual and necessary travel and incidental expenses shall be reimbursed upon submission of the Grizzly Ranch District's expense Report with accompanying receipts for preapproved training and educational courses and events. The expense reimbursement form must be submitted within 30 days of the qualifying travel or expense.

2990.2.1 Meals: Meals shall be reimbursed at the actual cost, when accompanied by a receipt, provided that the expense is not lavish or extravagant.

2990.2.2 Lodging: If lodging is in connection with a conference or educational activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available at the time of booking. If the group rate is not available, comparable lodging will be used. Government and group rates for lodging will be used whenever possible.

2990.2.3 Transportation: Government and group rates for transportation will be used when available.

2990.2.4 Mileage: Mileage will be reimbursed at the IRS published mileage rate when a personal vehicle is authorized and utilized for travel while on Grizzly Ranch CSD business.

2990.3 All documents related to reimbursable Grizzly Ranch CSD expenditures are public records subject to disclosure under the California Public Records Act.

2990.4 Regardless of how it may occur, misuse of public resources or falsifying expense reports in violation of this policy may result in any or all of the following:

2990.4.1 loss of reimbursement privileges,

2990.4.2 restitution to the District,

2990.4.3 civil penalties for misuse of public resources,

2990.4.4 disciplinary action up to or including termination, and

2990.4.5 prosecution for misuse of public resources with state law (AB 1234) and comply with state law if it changes from time to time.