

Burney Water District Reimbursement Policy

Purpose:

To explain District policy on travel expenditures

Scope:

This Policy applies to all District personnel.

Policy:

Burney Water District recognizes the necessity for its board members and employees to travel to conduct business, training, or attend meetings. This document is intended to clarify what is the District's responsibility and to provide guidelines to its employees and board members.

1. The District Manager shall pre-approve any traveling or expense related to traveling whenever possible.
2. The request should be made in writing, dated and signed by the parties making such a request. (Create a Form?)
3. Under normal conditions those expenses should be budgeted for.
4. For non-budgeted travel the General Manager or his/her designee shall have the authority to approve or deny any request made.
5. Written request should include cost of transportation, hotel, meals, vehicle rental, parking and incidentals.
6. If the person wants to travel by his/her personal vehicle they must receive pre-approval by the manager of that program. (Insurance Requirements? Get from SDRMA.)
7. If the distance travel is greater than 700 miles round trip, it is expected that the employee will travel by air. However if the employee wants to use her/his own vehicle they can with the approval of the program manager. Unless other arrangements are made the employee will only receive payment for expenses equal to the lesser cost for traveling.
8. 24-hour and 40-hour employees who qualify for overtime will be paid for the actual hours while in attendance of the class or meeting. For attendance at conferences overtime will be a maximum of 8 hours per day unless the actual hours exceed those hours and will be paid on an hour- for- hour basis. (How would this work for CWEA EXPO, Weeklong Backflow, CSDA Conference?)
9. On days for traveling, employees will be paid for actual travel time outside of their normal work hours. This will include 1 and ½ hours on either side of their flight time for a total of 3 hours.
10. The exception for this is if the employee decides to use his or her own vehicle instead of using air travel the overtime will be compensated for the equivalent of air travel time plus 3 hours.
11. On meetings that start before 9 am, the District will allow the employee to travel the night before if the distance is greater than 200 miles.
12. If the reason for travel ends prior to 6 pm and the travel distance is less than 500 miles it is expected that the employee will return on that day. In the event of any unforeseen circumstances, the District Manager must be contacted.
13. If there are any questions about what is covered make sure to ask and get approval prior to incurring the expense.
14. Reimbursement for traveling by personal vehicle will be at the standard IRS mileage rate in place at the time of travel.
15. Per Diem – the current rate in the MOU Contract. This per diem shall not include the purchase of alcoholic beverages.
16. Employees will have a choice to either use the District Credit Card for the per diem rate or be paid back for actual expenditures based on receipts up to the per diem rate listed in the current MOU Contract. (May want to do pay back only?)
17. All travel and lodging arrangements should be made through the administration office.
18. A request for use of the District's credit card should be made through your District Manager to the administration.