

FRESNO WESTSIDE MOSQUITO ABATEMENT DISTRICT

POLICY TITLE: MEETING AND TRAVEL EXPENSE REIMBURSEMENT
POLICY NUMBER: 1060

1060.1 The Fresno Westside Mosquito Abatement District is committed to wise and prudent use of its entrusted public funds, to conserve District resources and to keep expenses within community standards. The District is also committed to providing effective and responsive services to its constituents. Further, the District recognizes that, for the benefit and in the interests of the District, it is necessary for District staff and trustees to attend meetings and to travel in order to conduct District business. This policy sets forth guidelines for travel and meeting attendance on District business, and for the reimbursement of expenses.

1060.2 All actual and necessary travel and incidental expenses shall be reimbursed upon submission of the District's expense reimbursement form and accompanying receipts. The expense reimbursement form must be submitted within 30 days of the qualifying travel or expense.

1060.2.1 Meals: Meals shall be reimbursed at the actual cost, when accompanied by a receipt, provided that the expense is not lavish or extravagant. In lieu of actual meal expense reimbursement, a per diem for meals and incidental expenses is allowed. For travel exceeding a single day, the per diem rate will be determined by the current calendar year per diem rate set forth by the U.S. General Service Administration for the destination city or region.

1060.2.2 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.

1060.2.3 Transportation: Government and group rates for transportation will be used when available.

1060.2.4 Mileage: Mileage will be reimbursed at the IRS published mileage rate when a personal vehicle is authorized and utilized for travel while on District business.

1060.2.5 Cash advance: A cash advance to cover the anticipated expenses for authorized travel may be offered by the District. Within thirty (30) days of the

travel an expense reimbursement form must be submitted and any unused cash advanced must be returned to the District.

1060.3 All documents related to reimbursable District expenditures are public records subject to disclosure under the California Public Records Act.

1060.4 Misuse of public resources or falsifying expense reports in violation of this policy may result in any or all of the following:

1060.4.1 loss of reimbursement privileges,

1060.4.2 restitution to the District,

1060.4.3 civil penalties for misuse of public resources, and

1060.4.4 prosecution for misuse of public resources.

March 12, 2015