

EXPENSE REIMBURSEMENT POLICY FOR THE MONTARA WATER AND SANITARY DISTRICT

Adopted on May 6, 2021 by the Board of Directors of the Montara Water and Sanitary District, Resolution No. 1701

I. Purpose:

A. To establish the Montara Water and Sanitary District ("District") policy on reimbursement for actual and necessary expenses related to travel and other expenditures in the performance of official duties.

II. Scope:

A. This Policy applies to all District Board members, officers, personnel and any person being sponsored by the District in the performance of official or work-related duties. This Policy is further intended to comply with Government Code Section 53232.2

III. Policy:

A. The District recognizes the necessity for the members of its legislative body or employees to travel to conduct business, educational training activities, conferences or attend meetings. This Policy establishes the District's responsibility and guidelines regarding reimbursement of expenditures for conducting District business.

1. The District's General Manager or his/her designee shall pre-approve any traveling or travelling connected expense or other expenditure related to the performance of official and work related duties, whenever possible.
2. The request should be made in writing, dated and signed by the person making the request. The General Manager shall prepare an expense report in the manner set forth on the attached approved form titled "Montara Water and Sanitary District Expense Report" ("Report").
3. Under normal conditions reimbursable expenses should be budgeted to the designated program necessary for incurring such expenses.
4. For non-budgeted travel or other items, the General Manager or his/her designee shall have the authority to approve or deny any request made.
5. Requests should include cost of transportation, hotel, meals, vehicle rental, parking and incidentals, if applicable.
6. Travel by non-District owned personal vehicles must receive pre-approval by the General Manager and reimbursement will be at the standard IRS mileage rate, as it may be amended from time to time.
7. If the distance travel is greater than 700 miles round trip, the Manager may approve travel by air.
8. Reimbursement shall be made for actual expenditures based on receipts and/or actual mileage as set forth in the Report.

MONTARA WATER AND SANITARY DISTRICT
EXPENSE REPORT

NAME:

MILEAGE

Date	Miles	Purpose
Total Miles:		\$0.585mile = \$

MISCELLANEOUS

Date	Amount	Purpose/Type of Expense
Total Miscellaneous:		
		Total Expenses: