4.9.a SIERRA KINGS HEALTH CARE DISTRICT
FINANCE
POLICIES AND PROCEDURES

TRAVEL AND ASSOCIATED EXPENSES – towards fiscally sound practices that protect the assets of the Sierra Kings Health Care District (referred to as the District).

Purpose:
The purpose of this policy is to provide a method whereby Board Members and staff will be reimbursed for **prior approved** travel and associated expenses required by their job description and other duties related to District business.

POLICY:
It is the policy of the District that District Board members and Staff shall be reimbursed for all legitimate expenses incurred in attending any meetings, or in making any trips on official business of the District. This shall include, but not be limited to seminars, conferences, meetings, and traveling expenses associated with official District business. Reimbursement for travel will include mileage, ~~meals~~ per diem, lodging, registration fees, and wages.

Qualifying Occurrences**:**
The following types of occurrences qualify for reimbursement if attending in the performance of official duties as members of the District Board and staff:

1. Approved educational trainings, workshops, seminars, and conferences
2. Formal meetings of District stakeholders and residents towards implementation of the Districts strategic plan.
3. Any other activity approved by the Board in advance of attendance.

PROCEDURES:

1. All expenditures must be reasonable and necessary, and Board members and Staff are encouraged to exercise prudence in all expenditures.
2. Board members and Staff desiring to attend events conducted outside the District are to submit their request to the Chief Executive Officer at least four weeks in advance. A completed event registration form must accompany the request. The Chief Executive Director will submit his/her request to the Board Chair or Vice Chair.
3. Once approved, District staff will facilitate reservations and/or conference registration.
4. Staff attending approved meetings and educational conferences will be paid regular wages for the actual days of work which they miss due to the meeting. Employees will not be paid more than their normal work week (overtime) unless prior arrangements are made. Employees must determine if overtime hours will be incurred and must include this determination in their request submitted to the Chief Executive Officer.

5. All employee and Board member requests for reimbursement must be submitted to the Chief Executive Officer on the Reimbursement Claim for Travel Expenses Form attached herewith. The Chief Executive Officer must submit his/her requests for reimbursement to the Board Chair or Vice Chair.
6. Each individual line item on the Reimbursement for Travel Expenses Form must be supported by appropriate documentation. Examples include:
    a. Itemized hotel bills
    b. Stated purpose of meeting, trip, meal, etc.
    c. Confirmation of registration.
    d. Miscellaneous supply expenses original receipts must be attached
7. Local mileage reimbursement requests are not to be submitted until either a month end occurs or $50 in reimbursement has accumulated.
8. Mileage reimbursement will follow the current IRS guidelines.
9. Per diems for the cost of food and incidentals shall be reimbursed as per GSA guidelines. (www.gsa.gov)
10. The Chief Executive Officer will review and approve the reimbursement request [except the Chief Executive Officer's] and forward to the Executive Assistant who will provide a second review before preparing a check through the online banking system.
11. The Chief Executive Officer reimbursement requests are reviewed and authorized by either the Board Chair or the Vice Chair and forwarded to the Executive Assistant who will provide a second review before preparing a check through the online banking system.

Attachment:

H. Reimbursement Claim for Travel Expenses Form

Written: June 23, 2020
Revised: 10/22/24
Reviewed: