

Biola Community Services District

POLICY HANDBOOK

POLICY TITLE: EXPENSE REIMBURSEMENT POLICY FOR BOARD MEMBERS
POLICY NUMBER: 2908

1. Purpose and Scope

The purpose of this Expense Reimbursement Policy ("Policy") is to establish guidelines and procedures for the reimbursement of reasonable and necessary expenses incurred by Board Members of the Biola Community Service District ("District") while conducting official District business. "Official District business" means conduct approved by the Board of Directors (the "Board") such as attendance at educational seminars or conferences; participation in regional, state, or national organizations whose activities affect the District's interest; trainings; attendance at District or community events; and meetings with state or federal officials on issues of community concern.

This Policy applies to all Board Members of the District.

2. Eligibility for Reimbursement

Board Members are eligible for reimbursement for expenses that are:

- a) Directly related to official District business;
- b) Incurred when performing services directed by the Board;
- c) Pre-approved by the Board or in accordance with this policy; and
- d) Supported by valid receipt or appropriate documentation.

3. Types of Reimbursable Expenses

3.1. Travel

A Board member shall be reimbursed for reasonable travel expenses incurred, including but not limited to airfare, mileage reimbursement for personal vehicle use, rental cars, taxis, rideshare services, and other modes of transportation necessary for official District business.

A. Airfare Expense limits

Airfare shall be reimbursed at the lowest available economy or coach class rate and only for periods required to conduct District related business.

B. Mileage Reimbursement

Board members using their personal vehicles for District-approved travel shall be reimbursed at the rate established by the Internal Revenue Service.

Travel will be measured from the shortest point of travel as determined by the General Manager.

C. Lodging Cost

Lodging cost shall be reimbursed at the reasonable and customary rates for the location, subject to the District's established limits, if any. However, lodging related to a conference or training shall not exceed the group rate published by the conference or activity sponsor at the time of booking. If a group rate is no longer available, comparable lodging shall be used.

3.2. Lodging Cost

Meal and incidental expenses shall be reimbursed in accordance with the District's per diem rates or actual expenses, whichever is less.

The per diem amounts are determined in accordance with the U.S. General Services Administration at https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results?action=perdiems_report&fiscal_year=2024&state=CA&city=Fresno&zip= based on the travel location.

3.3. Conference/Training Expenses

The District shall pay all registration fees for conferences, seminars, or training programs directly related to the Board Member's duties and responsibilities. A Board member may not pay for conference or training fees unless authorized by the Board prior to incurring the expense.

Any materials required for the conference or training shall be paid for by the District.

3.4. Other Expenses

The Board may authorize the reimbursement of expenses not listed in this Policy if the Board determines they meet the Eligibility requirements listed in Section 2 above and the expense is reasonable.

Any questions regarding the propriety of a particular type of expense should be resolved by the General Manager before the expense is incurred.

4. Reimbursement Procedures

Board Members shall submit expense reports, along with supporting documentation (e.g., receipts, invoices, etc.), to the District's General Manager in accordance with any existing District policies applicable to District employees. All expense reports shall be submitted within 10 days of incurring the expense.

Expense reports shall be submitted on the District's approved expense report form, if any, and shall include a detailed description of the expenses incurred and their purpose.

Expense reports shall be reviewed and approved by the General Manager in a timely manner. The District reserves the right to request additional information or documentation as necessary to substantiate the expenses.

Following the approval of an expense report, the Board member shall receive payment for the reimbursement in accordance with the District's existing policies or practice related to employee expense reimbursement.

5. Prohibited Expenses

The District shall not reimburse expenses that are personal in nature, excessive, or unrelated to official District business. Expenses for alcoholic beverages, entertainment, or other non-essential items shall not be reimbursed.

Personal expenses shall be the responsibility of individual Board members. Personal expenses include, but are not limited to, the personal portion of any trip, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the Board member on district-related business, personal use of an automobile, and personal losses and traffic violation fees incurred while on District business.

6. Policy Administration and Enforcement

Board members are responsible for complying with this Policy and submitting accurate and timely expense reports.

The District's General Manager or designee is responsible for the administration and enforcement of this Policy.

This Policy shall be reviewed and updated periodically to ensure its continued relevance and effectiveness.

Failure to comply with this Policy may result in the denial of expense reimbursements or other appropriate disciplinary actions, as determined by the District.

Approved:

BCSD Board of Directors

Date Approved:
September 19, 2024