

DIABLO WATER DISTRICT

REGULATION NO. 128

Reimbursement Policy

Section I. Purpose.

- A. Provide accounting staff with direction on how to reimburse staff and directors for expenses incurred in the course of business.

Section II. Eligible Expenses.

- A. The District prefers that expenditures be placed on the District's credit card (see Regulation No. 124) when possible or through the District's purchasing account at select vendors.

- B. Travel: For reimbursable expenses and limits see the Regulation No. #112.

Expenses includes:

1. Mileage rates
2. Airfare allowance
3. Travel by other means
4. Meals while traveling

- C. Non-Travel Expenses: Expenses that are eligible for reimbursement include, but are not limited to:

1. Clothing allowance
2. Boot allowance

3. Laundry detergent expense
4. Other relevant and prudent expenses authorized by management

Section III. Reimbursement Process.

- A. \$250 and below: upon submission of all receipts and an expense report, petty cash will be paid for reimbursement.
- B. Over \$250: upon submission of all receipts and an expense report, a check will be issued through accounts payable, no later than 30 days from submitting the reimbursement request.

Section IV. Reimbursement Annual Reports.

- A. Any disbursement for individual charges exceeding \$100 will be compiled into an annual report and will be available for review upon request.