

SHAFTER RECREATION & PARK DISTRICT

Board of Directors

Gary Rodriguez, Chairman
Angie Velarde, Vice Chairman
Mary Nixon
Ramon Sanchez
Irma Ulloa

SRPD REIMBURSEMENT POLICY – Adopted June 19, 2013

Generally, all purchases of materials and services should be paid directly through the regular operating checking account. However, in certain situations it may become necessary for District to expend personal funds for District expenses, and/or use private vehicles for District business. In such situations, prior approval from the District Manager, in accordance with this policy, is required for reimbursement.

Additionally, all expenses to be reimbursed must be documented with an expense report showing the business purpose, expenses or mileage accrued and the origination and destination of any travel. All employee expense reimbursements must be submitted with the use of a check request form which may be obtained from the District office, and processed in the fiscal year incurred. No reimbursements can be made for prior fiscal year expenses. After fiscal year-end, everyone has 15 days to submit expenses for that fiscal year.

1. Expense Reimbursements

- a. In the event that it is not possible or practical to pay for materials or services through the operating account, exceptions can be approved so that an employee can make the purchase personally and be reimbursed at a later date.
- b. Purchases for the District by an employee with personal funds must be approved by the District Manager prior to purchase.
- c. No reimbursement will be provided unless a completed District expense report with the original invoice or written receipt for the purchase, check request and proper prior approval is presented to the District within 30 days of the expenditure.
- d. The expense report form must show the District business purpose.
- e. A request for reimbursement will be reviewed by the District Manager and a check for reimbursement will be issued upon Board approval. A request for reimbursement that is presented to the District at least one (1) week prior to a regularly scheduled Board meeting will be reviewed for approval at that meeting. Any request for reimbursement provided to the District less than a week before a regularly scheduled Board meeting will be reviewed for

approval at the following Board meeting. Reimbursement checks will only be issued upon approval to the employee making the request.

- f. The check and check stub will show the notation that it is a reimbursement check.

2. Mileage Reimbursements

- a. It is the policy of the District that employees utilizing personal vehicles for District use will be paid car mileage allowance at the applicable IRS-established mileage reimbursement rate for each mile of such use. This per-mile rate is intended to cover all related automobile expenses. Those employees receiving an auto allowance of a predetermined amount are not eligible to receive car mileage allowance.
- b. Employees must be authorized by the District Manager to receive reimbursement for miles driven in their personal car when on District business.
- c. No reimbursement will be provided unless a completed District expense report with the original invoice or written receipt for the purchase, check request and proper prior approval is presented to the District within 30 days of the expenditure.
- d. The expense report form must show the District business purpose, origination and destination locations and mileage traveled.
- e. A request for reimbursement will be reviewed by the District Manager and a check for reimbursement will not be issued upon Board approval. A request for reimbursement that is presented to the District at least one (1) week prior to a regularly scheduled Board meeting will be reviewed for approval at that meeting. Any request for reimbursement provided to the District less than a week before a regularly scheduled Board meeting will be reviewed for approval at the following Board meeting. Reimbursement checks will only be issued upon approval to the employee making the request.
- f. The check and check stub will show the notation that it is a reimbursement check.
- h. Employees using a District vehicle or seeking reimbursement for use of a personal vehicle must have a valid California Driver's License, current vehicle insurance, and a driving record satisfactory to the District. Evidence of a valid driver's license and current and valid auto insurance must be provided to the District once every six (6) months to be eligible to receive reimbursement. It is the employee's duty to inform the District Manager if their driver's license or auto insurance has expired, terminated, or been suspended.
- i. District employees using a vehicle for District business must, at all times, comply with all traffic laws and regulations. Employees who receive traffic citations may be subject to disciplinary action, and all such citations shall be the employee's sole responsibility.