

CARPINTERIA SANITARY DISTRICT EXPENSE REIMBURSEMENT POLICY

3.4.550 Travel Expense Reimbursement

All requests for reimbursement of expenses while traveling on District business for approved training must be detailed on the Training Reimbursement Request form. Itemized receipts substantiating the expenditures must be attached to the form. Listed expenses that do not have a receipt will not be reimbursed.

Types of expense reimbursements include, but are not limited to the following:

- **Meal Expenses.** Employees traveling away from the office for District related purposes are allowed to expend up to \$100.00 per day for meal expenses. Employees are required to submit receipts showing the amounts expended for each meal. Employees are only reimbursed for actual amounts expended. Gratuities up to 15% may be included in the \$100.00 daily limit and are reimbursable. Alcoholic beverages are not reimbursable by the District. Employees are required to provide detailed receipts for meal expenses that include itemized purchases, the name and location of the establishment and the time of purchase whenever possible.
- **Mileage Reimbursement.** Employees using their own vehicle for travel to approved conferences and training seminars may request reimbursement for the trip based on the actual number of miles driven. Reimbursement will be at the then-current Internal Revenue Service allowed mileage rate.
- **Other Expenses.** Other legitimate travel expenses (e.g. parking fees, tolls, taxi fares, etc.) will be reimbursed by the District if a proper receipt is provided to document the expense.

An advance of expected out-of-pocket expenses may be issued upon approval from the General Manager prior to the training event and subject to the above policy regarding substantiating the expenditures with receipts. District furnished credit cards are also available for employees to use while traveling on District business. Credit card purchases are also subject to the above policy regarding substantiating the expenditures with receipts. Receipts for travel related expenses must be remitted to the District Administrator as soon as possible.