

## **SLOUGHHOUSE RESOURCE CONSERVATION DISTRICT**

### **Reimbursement Policy**

Final October 2022

The purpose of this policy is to guide Sloughhouse Resource Conservation District (SRCD or the District) in reimbursing Directors, Associate Directors, and District Staff for expenditures they accrue while doing work for SRCD. Consultants are not covered under this policy; they are governed by their contractual agreement with SRCD.

#### **General Rule**

A Director, Associate Director, or District Staff may be entitled to reimbursement for any actual and necessary expenses incurred in the performance of official duties for SRCD, provided that the amount of the expenses does not exceed the reasonable reimbursement rates set forth in this Reimbursement Policy, and provided that the amount of the expense does not exceed the amount budgeted for such expense.

#### **Official Duties**

Costs associated with the following “official duties” are eligible for reimbursements:

- a. Expenses incurred by the person for which there is reasonable connection with the District’s adopted policy position, purpose, or goal.
- b. Attending meetings, seminars, or events at the direction or request of the District.
- c. Operating expenses for District events (e.g.: meeting spaces, deposits, printing costs, etc.

#### **Actual and Necessary Expenses**

Those seeking reimbursements are entitled to reimbursements only for actual and necessary expenses incurred in the performance of official duties. This shall not include any costs related to gifts to any third-party, personal entertainment or recreation, political campaign activities, or charitable contribution.

#### **Reasonable Reimbursement Rates**

The following activities can be approved by District Staff. Any expenses not identified below will be approved on a case by case basis by the Board at public meeting.

- a. Travel: Travel to approved events by personal vehicle for trips up to a 100-mile radius from the persons home. Travel will be reimbursed in accordance with the current Internal Revenue Service rate for mileage reimbursement.
- b. Misc. Travel: Additional miscellaneous approved travel expenses up to \$100 per day. This includes parking, tolls, meals, etc.
- c. Board Approved Events: If the Board directs a Director or Staff Person to attend an event that will require other expenses (lodging, additional travel, registration, etc.), additional approval for other expenses will not be needed and Board may consider event specific reimbursement limits for such items as meals, travel, lodging etc.; or the Board may set a per-diem amount in which case the attendee shall know with certainty what reimbursement will be made.

**Procedure**

Those seeking reimbursement should submit the claim to District Staff who will include the matter in the next “financial report” to be approved by the Board. Claims should be submitted in a timely manner but must be made within one year of occurrence.

**Petty Cash Account**

District Staff will manage a petty cash account in the District’s name of \$500. This should be used when needed in the Districts interest. The difference in the account should be settled monthly by approval from the Board.

**Annual Disclosure**

In accordance with Government Code Section 53065, the District will disclose any reimbursement paid by the District within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. “Individual charge” includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the Board. An annual disclosure report will be posted to the District’s website within one week following the end of each fiscal year.

Policy adopted by the Board of Directors of the Sloughhouse Resource Conservation District on September 14, 2022 by the following vote:

Ayes: Carter, Garms, Schneider, Silva, Washburn

Noes:

Abstain:

Absent:

I, the undersigned, hereby certify that I am the duly appointed and acting Secretary of the Sloughhouse Resources Conservation District, and that at a meeting of the Board of Directors of the District held on October 12, 2022 that the Appointment Policy has not been rescinded or amended since the date of its adaptation and that it is now in full force and effect.



\_\_\_\_\_  
SRCD Secretary, Austin Miller

10/12/2022

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Date