



RURAL NORTH VACAVILLE WATER DISTRICT

POLICY TITLE: 2125
POLICY NUMBER: Reimbursement Policy
ADOPTION: August 12, 2014
REVISIONS: July 9, 2019

2125.1.1 PURPOSE

The Purpose of this Reimbursement Policy (Policy) is to set forth in writing the District's policy for reimbursing members of the Board of Directors (Board Members) of the Rural North Vacaville Water District (District) for actual and necessary expenses incurred in the performance of their official duties.

2125.1.2 STIPEND

Each Board Member shall receive a stipend of \$0.00 per day of service, and reimbursement of actual, necessary expenses incurred, for attendance at:

- A. A meeting of the Board (Board Meeting) or a meeting of an advisory body to the Board (Committee Meeting). The District will not reimburse any travel, lodging or meal expenses incurred in connection with attending a Board Meeting or a Committee Meeting conducted within the District's boundaries.
- B. A hearing by or meeting with a legislative or regulatory body for District business as a representative of the Board.
- C. A meeting with representatives of other agencies and entities related to District business or to District adopted or authorized policy positions.
- D. A conference or organized educational seminar designed to improve the Board Member's skill and information levels on topics related to District business.
- E. Ethics, sexual harassment or other legally mandated training programs.
- F. The Board in open session may pre-approve a stipend of \$0.00 per day of service for attendance at other events not listed in Section A above, representation of the District before public agencies when authorized by the Board prior to the occasion, or an event that will further the purposes or responsibilities of the District.
- G. Each Board Member's compensation shall not exceed a total of 6 days of service in any calendar month.
- H. Compensation under this Policy may be waived by any Board Member entitled to compensation.

2125.3 TRANSPORTATION

- A. Use of Personal Vehicle. The District shall reimburse Board Members for mileage incurred when they use their personal vehicles to attend conferences or other meetings outside of the District's boundaries in the performance of their official duties. The District will reimburse mileage for travel to and from the destination based at the approved Internal Revenue Service rate in effect.
- B. Rentals. The District shall reimburse Board Members for actual and necessary vehicle rental expenses incurred in connection with Board Member attendance at approved activities outside of the District's boundaries. The District shall only reimburse for the expense of

economy or compact rate vehicles unless (i) such class of vehicle is unavailable; or (ii) such class of vehicles do not accommodate a disability. When a Board Member rents a vehicle, he or she shall obtain insurance for the vehicle at the District's expense.

C. Shuttle, Bus, Taxi, and Public Transportation. Shuttle, bus, taxi, and public transportation may be used between an airport, hotel and conference site whenever it is available. Board Members are encouraged to use the most efficient mode of transportation available.

D. Air Travel and other Common Carrier Transportation. As necessary for the performance of their official duties, Board Members may use air travel or other mode of common carrier transportation to and from the destination. Board Members are encouraged to use the most efficient means available.

2125.4 LODGING

Lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, if lodging at the group rate is available. If a group rate is not available, the government rate of the provider of lodging shall be used. If neither the group nor governments rates are available, the most economical rate shall be obtained.

2125.5 MEALS

The actual costs of meals incurred while attending conferences or other meetings in furtherance of the District's affairs are reimbursable provided the District's General Manager is provided with a receipt documenting the expense incurred. If no receipt is available, meal costs shall be reimbursed at an amount not exceeding the greater of \$75.00 per day or the applicable Internal Revenue Service per diem rate.

2125.6 PERSONAL EXPENSES AND OTHER EXPENSES NOT REIMBURSABLE

The District shall not reimburse the cost of transportation, lodging, meals or other costs of travel when such costs are of a personal nature incurred in conjunction with the performance of District official duties. Personal costs not reimbursable by the District, shall include, but not be limited to, the following: (i) alcoholic beverages; (ii) parking and traffic violations; (iii) entertainment; (iv) services provided by the provider of lodging; and (v) expenses incurred on behalf of a spouse, dependent, or traveling companion.

2125.7 CONFERENCES AND OTHER MEETINGS

Board Members shall only receive reimbursement of expenses incurred for travel, lodging and meals for conferences or other meetings in performance of official District business. No other expense will be reimbursed.

2125.8 EXPENSE REPORTS

The District shall not reimburse any expenses until an expense form is submitted to the District's General Manager no later than 45 days after the expenditure. Reimbursable expenses shall be limited to actual and necessary expenses incurred in attending conferences or other meetings in furtherance of the District's business. Expense forms shall be accompanied by

receipts documenting each expense. Board Members must provide a brief report on meetings attended at the expense of the District at the next regular meeting of the Board.

2125.9 EXPENSES NOT INCLUDED

Expenses which do not fall within this Policy or the Internal Revenue Service reimbursable rates must be approved by the Board of Directors in a public meeting before the expense is incurred.

2125.10 ANNUAL REPORTING

Each special district, as defined by subdivision (a) of Section 56036, shall, at least annually, 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 governing body of the district. The disclosure requirement shall be fulfilled by including the reimbursement information in a document published or printed at least annually by a date determined by that district and shall be made available for public inspection. Rural North Vacaville Water District will present this document to the Board in July of each year.

2125.11 MODIFICATION

The forgoing provisions may be reviewed and amended by the Board of Directors.