

IDYLLWILD FIRE PROTECTION DISTRICT

POLICY TITLE: Expenditure Reimbursement
POLICY NUMBER: 4025

4025.1 Purpose. Per California Labor Code section 2802. The purpose of this policy is to prescribe the manner in which District employees and commissioners may be reimbursed for expenditures related to travel, conferences, and similar District business. All other purchases shall comply with Board Purchasing Policy #3135.

4025.2 Scope. This policy applies to all employees and members of the Board of Commissioners and is intended to result in no personal gain or loss to an employee or commissioner.

4025.3 Implementation. Whenever District employees or commissioners desire to be reimbursed for out-of-pocket expenses for item(s) or service(s) appropriately relating to District business, they shall submit their requests on a reimbursement form approved by the Fire Chief. Included on the reimbursement form will be an explanation of the District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached.

4025.3.1 The Fire Chief shall review and approve all reimbursement requests other than reimbursements for the Fire Chief. Reimbursement requests by the Fire Chief will be reviewed and approved by the Board President or the President's designee.

4025.3.2 All expenses must be reasonable and necessary, and employees and commissioners shall exercise prudence in all expenditures.

4025.3.3 The most economical mode and class of transportation reasonably consistent with scheduling requirements shall be used. In the event a more expensive class of transportation is used, the reimbursable amount will be limited to the cost of the most economical class of transportation available. Reimbursement for use of personal vehicles will be at the applicable IRS-approved rate.

4025.3.4 Expenditures for food and lodging will be moderate and reasonable. Reimbursement for food shall not exceed \$20.00 for Breakfast, \$20.00 for Lunch, or \$25.00 for Dinner. Reimbursement against receipts will not exceed \$65.00 per day plus tax and reasonable tip. There will be no reimbursement for alcohol.

4025.3.5 The use of a rental vehicle must be pre-approved by the Fire Chief.

4025.3.6 The attached expense form is to be completed with attached receipts.

Original Approval Date: 12/10/2013

Board Approval Date: 04/27/2021

4/27/21
Board Revised Date


Clerk of the Board