

## Amador Resource Conservation District

### **Reimbursement Policy**

February 16<sup>th</sup>, 2017

This policy is designed to assist board member, employees, and contractors in reporting expenses incurred while conducting Amador Resource Conservation District (ARCD) business activities.

ARCD expects employees and board members to act responsibly and professionally when incurring and submitting costs. The organization will reimburse for reasonable expenses on pre-approved business. This includes, for example, travel fares, accommodations, meals, tips, telephone, printing, mailing, and fax charges, and purchases made on behalf of the organization.

ARCD does not pay for local travel to and from the office. If personal vehicles are used for business travel, mileage will be reimbursed and for appropriate parking fees. ARCD will not be responsible for fuel, maintenance, traffic or parking violations.

#### **General guidelines**

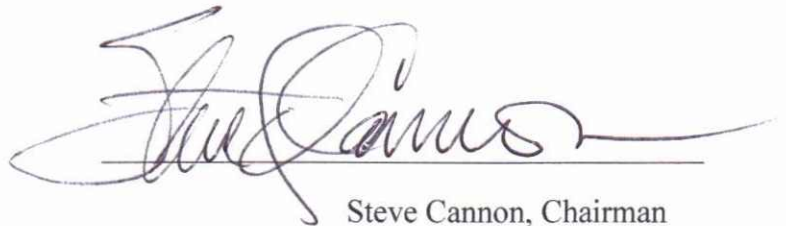
- Original receipts are required for reimbursement of all expenses.
- All expenses and summaries must be submitted within 60 days to ARCD Treasurer for payment.

#### **Reimbursement**

- Mileage will be reimbursed at the appropriate year's IRS Standard Mileage Rate.

#### **Travel guidelines**

- The following list includes examples of non-reimbursable expenses:
  - Personal travel insurance
  - Personal reading materials
  - Childcare
  - Toiletries, cosmetics, or grooming products
  - Expenses occurred by spouses, children, or relatives
  - In-room movies or video games
  - Sporting activities, shows, etc.

A handwritten signature in black ink, appearing to read "Steve Cannon", is written over a horizontal line. The signature is fluid and cursive.

Steve Cannon, Chairman  
Amador Resource Conservation District