

LDWA PERSONNEL POLICIES AND PROCEDURES

SECTION XV: REIMBURSABLE EXPENSES

1. **GENERAL POLICY.** With prior approval, legitimate expenses will be reimbursed by LDWA to the employee. A Purchase Reimbursement form along with receipts is required for reimbursement. Reimbursement may be in the form of petty cash, an addition to a paycheck, or a separate check. Records must be kept reflecting the amount of reimbursement each employee has received.

2. **TRAINING AND CONFERENCES.** If pre-approved by the LDWA Board, employees will be reimbursed expenses for attend training seminars, conferences, briefings, or gather information, LDWA will pay any tuition or fees for said items. Should an employee's work hours exceed forty (40) hours in that week, they are eligible for comp time or overtime pay, as directed by LDWA Board.

3. **TRAVEL POLICY.**
 - A. All travel outside of LDWA's service area limits during work hours shall be authorized by LDWA Board. A Trip Log Record of all such travel by use of personal or company vehicle(s) shall be kept at all times. This log shall include the reason for the trip, the time the employee departed, the time the employee returned, and the vehicle used; if a company vehicle is used, the odometer reading and mileage will also be recorded.

 - B. Travel for legitimate LDWA purposes in LDWA vehicles may be authorized by the LDWA Board when the use of the vehicle does not detract from the operational needs of LDWA. Overnight use of LDWA vehicles for travel purposes shall be authorized by LDWA Board.

 - C. All lodging, airplane, or other travel accommodations shall be approved in advance by the LDWA Board. Reservations and payment shall be made in advance for overnight trips, whenever possible. If such payment in advance is not possible, LDWA shall reimburse to the employee the cash amount of the cost of such sleeping and travel accommodations after receiving the appropriate receipts to verify that the employee has expended their own money for such purposes, and Reimbursement forms have been completed and submitted. Failure to produce a receipt in such circumstances will necessitate the withholding of reimbursement. Receipts for hotel accommodations shall be turned in as verification of attendance no matter what the form of payment.

- D. Use of an employee's personal vehicle may be authorized by the LDWA Board when circumstances warrant. The employee shall keep track of the mileage associated with the approved travel and submit a request for reimbursement, along with a completed Trip Log Record form, to the LDWA Board for approval of reimbursement. The mileage rate will be consistent with the rate established by the LDWA Board. Reimbursement for mileage will not be made if a LDWA vehicle was available and the employee chose not to use it.
- E. All registration fees, etc., will be paid in advance by check if possible. If this is not possible, the employee will be reimbursed for their own expenditure for registration fees, etc., after presentation of a valid receipt in conjunction with previously authorized travel.
- F. The daily per diem allowance for employees engaged in out of LDWA travel shall not exceed the amount as established and designated by the LDWA Board for the destination. Per Diem consists of: 1) lodging and 2) meals and incidental expenses (M&IE) directly related to travel. Per diem reimbursements are "not to exceed" amounts. Receipts must be turned in for reimbursement.
- G. No per diem shall be authorized for spouses of employees or others traveling with the employee at their own expense. However, the LDWA Board may authorize the cost of a double rather than a single hotel room to accommodate the travel of a spouse with an employee.
- H. Payment for Per Diem requires actual receipts for reimbursement. An advance on the per diem may be paid in advance at the rate of 75% of the per diem rate. Upon completion of travel, presentation of receipts is required. If the per diem advance was in excess of travel costs, the employee shall reimburse LDWA.