

GROSSMONT HEALTHCARE DISTRICT	Section 13	Page 1 of 2
	Title: <b>Travel &amp; Reimbursement</b>	
Policies and Procedures Manual	Latest Revision Date: 3/21/08	

**Section 13. Travel and Reimbursement Expenses**

- a. The Board shall adopt as part of its annual budget, an estimate of the cost of travel.
- b. Employees and Board Designees shall receive preauthorization from the CEO prior to scheduling any travel outside of San Diego County.
- c. Board members may, in their discretion, schedule travel to events sponsored by affiliated national, state, and local organizations which are listed in this policy and have applicability to the functions of the District. Reimbursement for such travel shall be limited to not more than \$3,000 per event and shall not exceed one event per quarter unless preauthorized by Board action.
- d. All Reimbursement for travel expenses or meals shall be in accordance with Government Code Section 53232.2 and shall include "actual and necessary expenses incurred in the performance of official duties," and Board members shall report either verbally or in writing on meetings attended at District expense at the next regularly scheduled Board meeting (third Friday of the month).
- e. Registration fees for events shall, whenever possible, be pre-paid by the District. Costs in excess of the registration fees are subject to the \$3,000 limitation set forth above. Travelers are encouraged to request registration within time frames to take advantage of the lowest costs.
- f. Travelers shall adhere to the following guidelines when incurring costs of travel:
  - (i) **Lodging:** Travelers must utilize event hotels when available and lodging expenses may not exceed the maximum group rate published by the conference or activity sponsor.
  - (ii) **Transportation:** Travelers must utilize the lowest cost public air or rail transportation. Ground transportation (bus, taxi or van) shall be at the Traveler's discretion.
  - (iii) **Meals:** Meals shall be reasonable and necessary and shall not include alcoholic beverages.

- (iii) **Automobile Rentals:** Rental of automobiles by Employees and Board Designees must be approved by the CEO. When renting an automobile for District business, primary liability insurance and collision damage coverage must be purchased. The cost of such insurance will be reimbursed with an Expense Statement form or can be paid with a District credit card.
- (v) **Incidentals:** Incidentals shall be reasonable and necessary to the expenses of the conference or event.

g. District recognized organizations shall include the Association of California Healthcare Districts, the California Special Districts Association, the Association of Public Treasurers, the Government Finance Officers Association, the California Hospital Association and the Estes Park Institute.

h. Requests for Reimbursements must be submitted within a reasonable time, on an Expense Statement form [see Exhibit 13.1], and must be reviewed and approved by the CEO. Receipts documenting each expense must be attached to the Expense Statement form.

i. The Board of Directors has authorized a mileage allowance equal to the Internal Revenue Service approved rate.

j. All travel by District personnel on official business outside the County of San Diego will require an approved Expense Statement form which shall specify the amount, if any, of advancement for travel expense. The District will arrange and pay direct for lodging where practical. If paid by employee or a Board member, receipts will be required for reimbursement. Cost of meals will be reimbursed at actual cost.

Expenses which fall outside the foregoing may only be allowed if approved by the Board of Directors at a public meeting before the expense is incurred.