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# Newberry Community Services District

## POLICY HANDBOOK

**POLICY TITLE:** Expenditure Reimbursement  
**POLICY NUMBER:** 4025

**4025.1** Purpose. The purpose of this policy is to prescribe the manner in which District employees and directors may be reimbursed for expenditures related to District business.

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

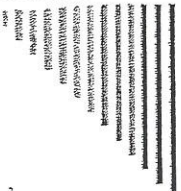
**4025.3** Implementation. Whenever District employees or directors desire to be reimbursed for out-of-pocket expenses for item(s) or service(s) appropriately relating to District business, they shall submit their requests on a reimbursement form approved by the General Manager. Included on the reimbursement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

**4025.4.1** The District Treasurer, District Secretary or the General Manager will review and approve reimbursement requests. Reimbursement requests by the District Secretary or the District Treasurer will be reviewed and approved by the General Manager. Reimbursement requests by the General Manager will be reviewed and approved by the District Secretary or the Treasurer.

**4025.4.2** All expenses must be reasonable, ordinary, necessary, and employees and directors are encouraged to exercise prudence in all expenditures.

**4025.4.3** The most economical mode and class of transportation reasonably consistent with scheduling requirements will 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.

**4025.4.4** Expenditures for food and lodging will be moderate and reasonable.



# Newberry Community Services District

Revised JULY 2011

## REIMBURSEMENT REQUEST FORM

Requestor: \_\_\_\_\_  
Print Name

Explanation of District Purpose:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Expenses (Receipts must be attached):

Merchant/Vendor	Date	Amount	Budget Account No.
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
<b>TOTAL RECEIPTS</b>			\$ _____

Mileage: \_\_\_\_\_ miles @ \$0.555 per mile (as of JULY 1, 2011 IRS Rate) : \$ \_\_\_\_\_

Amount of Advancement \$ < \_\_\_\_\_ >

**TOTAL REIMBURSEMENT REQUEST:** \$ \_\_\_\_\_

Signature of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

It is against the law to falsify expense reports. Penalties for misuse of public resources include, but are not limited to Civil penalties pursuant to Sec. 424 of the Penal Code, penalties which include 2, 3, or 4 years in prison

# Newberry Community Services District

## Purchasing Cardholder/User Expense Explanation Form

Date of Purchase \_\_\_\_\_ Name of Cardholder/User \_\_\_\_\_

Department Incurring Expense \_\_\_\_\_ Chart of Account # \_\_\_\_\_

Brief explanation of expense \_\_\_\_\_  
\_\_\_\_\_

Vehicle Used \_\_\_\_\_ Beginning Mileage \_\_\_\_\_ Ending Mileage \_\_\_\_\_

Copy of receipt attached \_\_\_\_\_ Original receipt received \_\_\_\_\_

Amount budgeted for Chart of Account used \_\_\_\_\_ Amount remaining \_\_\_\_\_

\_\_\_\_\_  
Signature of Department Head authorization payment approval