



## **FRAZIER PARK PUBLIC UTILITY DISTRICT**

**P.O. BOX 1525, FRAZIER PARK, CA 93225**

**TELEPHONE: 661-245-3734      FAX: 661-245-3472**

***www.frazierparkwater.com***



**September 13, 2018**

### **Frazier Park Public Utility District Reimbursement Policy**

Frazier Park Public Utility District recognizes the necessity for its board members and employees to travel to conduct business, training, or attend meetings. This document is intended to clarify what is the District's responsibility and to provide guidelines to its employees and board members.

1. The General Manager shall pre-approve any traveling or expense related to traveling that is completed in a single work day. The Board of Directors shall pre-approve any non-emergency traveling that requires overnight accommodations. Emergency travel can be approved by the GM, consistent with Board policy.
2. Under normal conditions such expenses should be included in the annual budget.
3. Request should include cost of transportation, hotel, meals, vehicle rental, parking and incidentals.
4. Depending on the distance, it is understood the employee will travel by air, personal, or company vehicle. However, if the employee wants to use his/her own vehicle they can do so with the approval of the General Manager.
5. Employees will be paid for the actual hours while in attendance of the class or meeting plus travel time. For attendance at conferences, overtime will be paid on an hour - for - hour basis.



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6. On days for traveling, employees will be paid for actual travel time outside of their normal work hours. This will include 1 and ½ hours on either side of their flight time for a total of 3 hours.
7. If there are any questions about what is covered make sure to ask and get approval prior to incurring the expense.
8. Reimbursement for traveling by personal vehicle will be at the standard IRS mileage rate.
9. Meal expenses will be reimbursed at the current rate as defined by the California Department of Human Resources. Those rates are \$7.00 for breakfast, \$11.00 for lunch, \$23.00 for dinner and \$5.00 for incidentals. This reimbursement shall not include the purchase of alcoholic beverages.
10. All travel and lodging arrangements should be made through the District office.
11. If available, approved expenditures should be paid by the District's credit card.

A handwritten signature in blue ink that reads "Terry Kelling".

Terry Kelling, President  
FPPUD Board of Directors

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