

incurred by Board members must be approved by Board action prior to reimbursement to individual Board member.

C. Reimbursement for travel

a. The following allowable expenses and reimbursement limitation are established for travel:

i. Private auto mileage shall be reimbursed at the maximum rate allowed by the IRS regulations

ii. Air travel reimbursement shall be equivalent to air coach fare from Ontario, Los Angeles, Orange County or other local airports to the destination or nearest available airport thereto.

iii. The actual cost, if paid from personal funds for lodging, public transportation, taxi, car rental, parking, business related phone calls, limited personal calls, registration, and tuition shall be reimbursed. The cost incurred by an individual shall be substantiated by a receipt. In the event a receipt was not obtained, but expenses were incurred by an individual, then "Travel Expenses Reimbursement Form" (Appendix X) must be filled out describing the nature of the expenditure and signed by the individual to be reimbursed. Upon approval of authorized expenses by the District Manager (or, in the case of Board member expenses, the Board's approval), the reimbursement shall be made to the traveler.

iv. In lieu of costs for meals and gratuities, a daily allowance of eighty-five dollars (\$85.00) per day may be granted to the traveler. In the event the District pays for meal(s) as part of the registration, then the cost of such meal(s) will be deducted from the traveler's daily allowance at the rate of twenty dollars (\$20.00) for breakfast, twenty-five (\$25.00) for lunch and forty

dollars (\$40.00) for dinner. A traveler may be entitled to the full daily allowance if travel time exceeds twelve (12) hours, otherwise allowance shall be prorated at the above rate. For authorized meal(s) within the local area, employees and Board members shall turn in their receipt for reimbursement.

- v. An advance for meal(s) or other expenses may be granted by the District Manager to the authorized employee. Any personal expenses charged to a room by an employee must be accounted for in the "Travel Expense Reimbursement Form" immediately upon the traveler's return.
- vi. An employee may charge incidentals to their room if no advance has been received by the employee. If an employee has received an advance, then the employee must pay all incidentals from the advance prior to checking out.

## VII. Tuition reimbursement/loan

- 1. The tuition reimbursement/loan program is designed to encourage employees to continue their self-development by enrolling in classroom courses which will:
  - 1. Educate them in new concepts and methods in their occupational field and prepare them to meet the changing demands of their jobs; or
  - 2. Help prepare them for advancement to position of greater responsibility in District service
- 2. Eligibility of courses: The following criteria shall be used in determining the eligibility of courses for a tuition reimbursement/loan:
  - 1. Courses must be related to the employee's job;