

4030 - VEHICLE COST REIMBURSEMENT

- A. **Rate of Reimbursement:** When an employee is authorized to use his/her personal vehicle in the performance of District work, he/she shall be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of said usage.
- B. **Pre-Approval Required:** Employees shall request approval to use a personal vehicle in lieu of a District vehicle. Use of personal vehicles shall not be authorized for the performance of District work if a suitable District vehicle is available. Every attempt shall be made to coordinate work so that District vehicles are available for the performance of said work.
- C. **Proof of Insurance:** Proof of insurance that meets the minimum insurance requirements of the State of California shall be required by the District of any employee using a personal vehicle in the performance of District work.
- D. **Accident:** Should a vehicle accident occur during an employee's travels for District purposes, the employee's personal vehicle insurance will be considered primary.

4040 - BUSINESS TRAVEL AND REIMBURSEMENT

It is the policy of the District to reimburse District employees for expenses while attending to District business, including but not limited to conferences, meetings, seminars and classes as provided for in Section 4060. All travel must be pre-approved by the General Manager. On those occasions where vehicle "non-routine" travel is required outside the District boundaries, the following procedures shall apply:

A. Use of District Vehicles: An employee must obtain permission from the General Manager to use a District vehicle. Any out of pocket expenses, such as parking and tolls, shall be reimbursed upon presentation of receipts.

B. Use of Private Vehicle:

1. If an employee is authorized to use his/her private vehicle on District business by the General Manager, he/she shall be compensated at the prevailing IRS per diem mileage rate.
2. Use of personal vehicles shall not be authorized for the performance of District work if a suitable District vehicle is available.
3. Every attempt shall be made to coordinate work so that District vehicles are available and operational for the performance of said work.
4. Proof of insurance that meets the minimum insurance requirements of the State of California shall be required by the District of any employee using a personal vehicle in the performance of District work.

Should a vehicle accident occur during an employee's travels for District purposes, the employee's personal vehicle insurance will be considered primary.

C. Air/Other Travel: When the distance may be too great for driving a vehicle, an employee may be authorized to commute by other modes (air, bus, train, etc.). The District shall reimburse the employee for all required and reasonable commute-related costs (fares, fees, related costs).

D. Lodging: It is the policy of the District to exercise prudence with respect to hotel/motel accommodations. It is also the policy of the District for Board members and staff to stay at the main hotel/motel location of a conference, seminar, or class to gain maximum participation and advantage of interaction with others whenever possible. Actual hotel/motel costs shall be reimbursed. Personal phone calls, movies, snacks and other hotel incidentals are not reimbursable.

E. Per Diem:

1. Any employee traveling on District business shall receive in addition to transportation and lodging expenses, a per diem allowance to cover ordinary expenses such as meals, refreshments and tips. The amount set for per diem shall be considered fair reimbursement and the employee shall neither be required to account for use of the per diem, return the unused portions, nor claim additional expenses for these items.

CHAPTER FOUR – DISTRICT EQUIPMENT, PROPERTY AND REIMBURSEMENT

2. Per diem shall be provided in accordance with Board bylaws in the amounts set forth in Appendix F.
 3. An employee shall be eligible for breakfast per diem if they are required to leave Nipomo prior to 7:30 a.m. in order to reach his/her destination on time and dinner per diem if they arrive back in Nipomo after 6:30 p.m. The employee may be authorized a dinner per diem if they are required to leave Nipomo the evening prior to a conference, meeting or class. An employee shall not receive a per diem for a meal when that meal is included in the registration of a conference or class. Conversely, if a meal is included as part of the conference, but the cost is additional, the employee may be reimbursed the additional out of pocket expenses for the meal provided receipts are turned in.
 4. Employees are not to claim reimbursement for other employees except for expenses shared in common, such as taxi fares.
- F. Credit Cards:** Credit cards are provided to designated managerial employees for use in connection with District business.

4050 - ACCEPTING & PROVIDING GIFTS

Employees may accept gifts from third parties, subject to all applicable disclosures rules and gift limits established under the Political Reform Act and the Fair Political Practice Commission's regulations. If you receive a gift from a third party due to your affiliation with the District, you are required to report the gift to your supervisor within 48 hours, so that the District can assess if any reporting requirements apply.