

**CHICO AREA RECREATION AND PARK DISTRICT**

**Employee Handbook - Approved 3/2010**

**SECTION 2: EMPLOYMENT POLICIES AND PRACTICES**

**2.9 Expense Allowances**

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**Travel Expenses**

Expense allowances for approved staff and Board members will be provided for pre-approved and professionally-related travel, including reimbursement for use of personal vehicle, lodging, meals, and other related expenses. These estimated expenses will be authorized by the Board of Directors in conjunction with annual budget. Reimbursement requests must be submitted to a supervisor and/or manager, along with receipts or other proof of expenditures, on a monthly basis.

Expenses for meals while on business-related travel are paid per diem rates established based annually on IRS guidelines and with the District's budget. Reimbursement for meals is excluded when a meal is included in the registration fee of a training institute, workshop or conference. In no event shall the District reimburse an employee for the expense of alcoholic beverages at meals or otherwise.

**Car Expenses**

The District will reimburse all employees for use of their private vehicles for approved business-related travel within or without the District at the current Internal Revenue Service mileage rate. Parking will be reimbursed at the actual parking cost amount.

**Other Expenses**

The District will, upon prior approval by the General Manager, pay for membership fees, dues assessments and other expenses required for membership in a work related community or professional organizations for approved staff and Board Members. Costs for service club affiliations are not an approved expense, unless approved by the General Manager.