

reimbursement by ESUCC and should be able to sustain the test of public and ESUCC review.

Adopted on: October 9, 2014

Reviewed on:

## **Category: Human Resources - 4000**

### **Policy: Reimbursements – 4011**

The ESUCC Board or its Executive Director may require a staff member to attend relevant professional meetings, training, and other such events as the Board deems appropriate. The Board may reimburse the staff member for his/her actual expenses incurred in attending such meetings as permitted by law and approved by the Board.

To receive reimbursement for travel or business related expenditures, ESUCC staff members must submit all forms required by the Executive Director or as established by policy and procedure. Requests for reimbursement shall be made as soon as reasonably possible after they are incurred, but the board may refuse to reimburse a staff member, as permitted by law, for expenses which were accrued more than six (6) months after submission for reimbursement. To the extent an individual staff member's contract states otherwise, the contract will control.

Payment for all expenditures outside of payroll will be issued on the first and third Wednesday of every month unless payment falls on a holiday in which event the payments will be issued the next working day of ESU No. 17. Travel reimbursement will be based on the IRS's mileage reimbursement allowance. An itemized receipt, meaning a receipt with totals for each reimbursable item and not just a receipt showing the total expenditure, must accompany all other reimbursements. No reimbursements will be issued for above the IRS per diem amount unless authorized by ESUCC Executive Director.

The following expenses will not be reimbursed:

- Alcoholic beverages
- Expenses for additional parties' travel
- Entertainment
- Damage to personal vehicles, clothing, or other items
- Towing charges, in the event such charges are incurred because of the fault or negligence of the ESUCC employee
- Services to gain entry to a locked vehicle

This list is not all-inclusive. Staff members should use prudent judgment and remember that all travel expenses are subject to public review and denial for