

POLICY TITLE: Expense Reimbursement
POLICY NUMBER: 2124
ADOPTED: 10/08/2019

2124.1 All purchases made for the District by staff shall be authorized by the District Manager, and shall be in conformance with the approved District budget.

2124.2 Any commitment of District funds for a purchase or expense greater than \$7,500 shall first be submitted to the Board of Directors for approval, or shall be in conformance with prior Board action and/or authorizations.

2124.3 Whenever employees or Directors of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, the expended funds shall be reimbursed upon request by warrant. In those instances when a receipt is not obtainable, the requested reimbursement shall be approved by the District Manager before remuneration. No reimbursement will be made without submission of a request on the Districts expense reimbursement form.

2124.4 Requests for reimbursement to the District must have a good faith basis. Submission of a request for a reimbursement without such a basis shall subject the requestor to appropriate sanctions, up to and including termination of employment and referral to an appropriate law enforcement agency for prosecution.