

**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:**           **Appropriate Travel Expenditures**  
**POLICY NUMBER:**       **2105**  
**REVIEWED:**             **June 21, 2016**  
**ADOPTED:**              **January 12, 2004**  
**REVIEWED:**             **September 26, 2013**

**2105.10** This policy applies to all District employees and members of the Board of Directors.

**2105.20** The intent of this policy is to establish a system that promotes the benefit of attendance at District related training and conference functions while, at the same time, maintaining a reasonable cost for attendance at such functions.

**2105.30** District employees and directors shall attempt to keep travel costs to a minimum at all times by:

**2105.31** Carpooling

**2105.32** Making advance reservations and taking advantage of conference or group related discounts, discounted airfares and room rates.

**2105.40** All travel expenses within the limits set forth in Policy 1060, Miscellaneous Fee Schedule shall be paid in advance or reimbursed to the traveling employee or director. Costs associated with non-employees and non-directors, including spouses traveling with employees or directors, shall not be paid by the District.

**2105.50** The cost of alcoholic beverages purchased in conjunction with travel shall not be paid or reimbursed by the District.

**2105.60** Expenses associated with meals or beverages for non-District employees or non-District directors shall not be paid or reimbursed by the District.

**2105.70** All requests for reimbursement shall be made on reimbursement forms provided by the District.

**2105.71** Reimbursements shall only be made for items purchased and verified by the attachment of an original receipt to the reimbursement form.

**2105.80** In the event that the District pays in advance the cost of travel or training and the employee or director cancels his/her attendance at such function for convenience reasons, such employee or director shall reimburse the expenditure of the District less any credits received by the District.

**2105.90** Reasonable expenditures including meals, lodging and mileage reimbursement costs associated with District related travel are listed in Policy 1060, Miscellaneous Fee Schedule of Board Policy.