

Individuals shall be reimbursed for the use of their personal automobiles when used on District business. Individuals will be reimbursed for mileage only between points of official business. Individuals will be reimbursed at the current IRS rate. It is necessary for individuals to state the destination and purpose before receiving reimbursement.

The use of private cars is limited to activities within the scope of the employee's assigned responsibility, and mileage reimbursement requires specific approval of the immediate supervisor.

All conference travel related expenditures should be submitted on a Conference Travel Form.

INCIDENTAL EXPENSES

Claims for reimbursement of incidental expenses must include itemized receipts. Submit only original receipts with reimbursable expenses (do not mix with personal purchases).

Incidental expenses are purchases that are made from vendors who do not honor District purchase orders.

Incidental expenses are infrequent, insignificant, or low dollar purchases. For instance, all equipment purchases are to be made with a purchase order.

Incidental expenses that are related to a meeting require the following: itemized receipts, agenda, and list of attendees.

Submit within 30 days of incurred expense(s).

Note: Failure to comply with these guidelines could result in a delay of payment.