

Tulare Public Cemetery District
900 E. Kern Street, Tulare, CA 93274

EMPLOYEE/TRUSTEE
TRAVEL REIMBURSEMENT POLICY
RESOLUTION 2019-_____

Whereas the Tulare Public Cemetery District does not have a current EMPLOYEE/TRUSTEE TRAVEL REIMBURSEMENT POLICY, and whereas local agencies must adopt expense reimbursement policies that: Specify kinds of activities that are reimbursable; Identify a reasonable time within which must submit requests for reimbursements; Specify reasonable reimbursement rates, or else use IRS rates; Must use expense report forms, and Note that Partner/Spouse expenses are not reimbursable.

THEREFORE, it is in the best interest of the Tulare Public Cemetery District to establish an Employee/Trustee Travel Reimbursement Policy that shall provide the required guidelines for which an employee and/or trustee will be reimbursed for expenses incurred on behalf of the cemetery district.

Travel Expenses may include but are not limited to the following:

- *Lodging while attending conferences or training sessions*
- *The District will reimburse all actual expenses which are in conformity with the Internal Revenue Service guidelines as deductible expenses. Mileage will be calculated from a computer-generated map site showing the driving distance to and from the traveler's home to the meeting site.*
- *Commercial transportation*
- *Bridge Tolls*
- *Parking Fees*
- *Public Transportation*
- *Meals – during the conference or training sessions (does not include an alcoholic beverage)*
- *Persons traveling with employee/trustee are responsible for all their own costs (Gratuities – paid for services on any of these expenses shall not exceed 15%)*

All reimbursement requests must be accompanied by receipts attached to the District's Expense Travel Reimbursement Form. All Submissions shall be turned in to the district office within 10 days following the event. The Reimbursement Forms must be approved by the Board of Trustees.

The foregoing resolution was adopted upon motion of Vice Chairperson _____, seconded by Trustee _____ at the special board meeting held on _____ March 28, 2019 _____ by the following votes: Ayes:5

Noes:0

**Tulare Public Cemetery District
900 E. Kern Avenue, Tulare CA 93274**

March 28, 2019

TRAVEL EXPENSE REIMBURSEMENT REQUEST FORM

NAME: _____

ADDRESS: _____

CITY/ZIP CODE: _____

TRAVEL EXPENSE:

FROM; _____ **TO:** _____

DATES: _____

PURPOSE: _____

PRIVATE VEHICLE MILES TRAVELED _____ **@ IRS RATE \$** _____

COMMERCIAL TRANSPORTATION MODE _____ **\$** _____

BRIDGE TOLLS \$ _____ **PARKING \$** _____ **CABS \$** _____

LODGING LOCATION: _____

MEALS: (ATTACH RECEIPTS INCLUDING GRATUITIES) \$ _____

TOTAL AMOUNT OF REIMBURSABLE EXPENSES \$ _____

**I CERTIFY THAT THE ABOVE IS A TRUE AND CORRECT ACCOUNTING OF THE
TRANSPORTATION AND OTHER ALLOWABLE EXPENSES INCURRED AND I
UNDERSTAND THAT TH RECEIPTS MUST BE ATTACHED TO RECEIVE
PAYMENT.**

MAKE _____ **CHECK** _____ **PAYABLE** _____ **TO:** _____

MAILING ADDRESS: _____

CLAIMANT SIGNATURE: _____

OFFICE MANAGER: _____

DATE APPROVED BY BOARD OF TRUSTEES: _____