

Expense Authorization/Reimbursement (Mileage and Travel)

This policy shall apply to all district employees and Board members in regard to travel costs and expenses.

1. District employees and Board members who incur expenses in carrying out their authorized duties shall be given a stipend upon submission of a properly filled out and approved form. This form must be submitted prior to incurring any such expenses. The stipend/payment per day for meals shall be \$35 (\$10 for breakfast, \$10 for lunch and \$15 for dinner). Supporting receipts of all expenses, and any remaining cash must be turned in to the Business Office within 5 business days.
2. Such expenses shall be approved and incurred in line with budgetary allocations for the specific type of expenses, Board policy and applicable law.
3. Travel by personally owned vehicles is discouraged. District vehicles should be used when available. Gas expenses will only be reimbursed when a district vehicle is not available.

Travel Costs

District employees and Board members who incur travel costs in carrying out their authorized duties shall be reimbursed by the district upon submission of a properly completed and approved expense form and accompanying receipt(s). For purposes of this policy, travel costs shall mean the expenses for transportation, lodging, and related items incurred by district employees or Board members who are on district-related travel. District-related travel is defined as attendance at conferences, seminars, meetings or other events related to district business and that promote or benefit the district. Actual costs for lodging shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by the Internal Revenue Service.

Travel costs not covered by the District

The following expenses shall not be reimbursed:

- Alcohol
- Expenses for spouse, significant other or guest
- Gas for personal use of private vehicles
- Mini-bar in hotel
- Room service
- Movie rental (which includes in-room movies)
- Other forms of entertainment
- Fines for parking or traffic violations

Adopted: July 21, 1983

Revised: January 1991, March 1997, April 2003, October 2017, August 2019

LEGAL REF.: C.R.S. 24-18-104 (3)(d),(e)
2 C.F.R. 200.474(b)