



**POLICY TITLE:** STAFF EXPENSE AUTHORIZATION

**POLICY NUMBER:** OP-14

**COMMITTEE APPROVAL:** 09-14-2021

**BOARD APPROVAL:** 09-28-2021

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**POLICY #OP-14:** Employees of the Desert Healthcare District (“District”) are entitled to reimbursement for actual and necessary expenses incurred in the performance of official business for the District and/or Desert Healthcare Foundation (“Foundation”), including expenses relating to driving on business (mileage), travel, meals, lodging and other actual and necessary expenses incurred on behalf of the District and/or Foundation. Mileage shall be reimbursed in accordance with IRS regulations and lodging expenses shall not exceed the maximum group rate published by the conference or activity sponsor of the governmental rate, if available.

- a) Requests for reimbursement for travel expenses or meals must be submitted to the Chief Executive Officer (“CEO”) or employee’s supervisor for approval on a District approved Expense Statement form. Receipts must be attached to the Expense Statement form. Receipts for meals must be itemized. The District does not reimburse for alcoholic beverages.
- b) Mileage must be submitted to the CEO or employee’s supervisor for approval on a District approved Mileage Reimbursement form. Mileage will be reimbursed at the currently approved Internal Revenue Service rates.
- c) All travel by District staff on official business outside of the County of Riverside shall require approval in advance from the CEO or employee’s supervisor. The District will arrange and pay direct for airfare, lodging and conferences where practical.
- d) Rental of automobiles for District and/or Foundation business must be approved in advance by the CEO or employee’s supervisor.
- e) Any expenses directly related to the Foundation must be listed on a separate form. The frequency of these expenses will likely be limited and project specific. Unless noted for a specific project, staff expenses will be applied to the District.

Attendees of events that are at the expense of the District may be required to provide brief reports on the events attended at the next regular meeting that the attendee is a



member of or at the next Board of Directors meeting.

District & Foundation Credit Cards are used and/or authorized by the CEO, Chief Administration Officer (“CAO”), and Chief of Community Engagement (“CCE”). Credit card statements and reports are provided for review to the Finance & Administration Committee.

Expense reimbursements and credit card charges must have a good faith basis and in conformance with the approved District and/or Foundation budget. Expenses and charges without such a basis shall subject the requestor to appropriate sanctions, up to and including termination of employment.

## **AUTHORITIES**

Desert Healthcare District Bylaws Article V, section 5.6

## **DOCUMENT HISTORY**

Revised	09-28-2021
Approved	03-24-2020