

CHESTER PUBLIC UTILITY DISTRICT BOARD POLICY

POLICY NUMBER	POLICY TITLE	EFFECTIVE DATE
3499	Reimbursement Policy	6-23-2026
ADOPTED BY	RESOLUTION	SUPERSEDES
Board of Directors	___N/A___	N/A

1. DESCRIPTION

This policy establishes standards and procedures for reimbursement of travel and business expenses incurred by Chester Public Utility District Board members, the General Manager, and all employees while conducting authorized District business.

2. CONTROLS

1. All reimbursement requests must be supported by original itemized receipts. Any request without a receipt will not be reimbursed.
2. Receipts must be submitted within 30 days of the date of purchase, or within 5 business days of the credit card statement close date when a District credit card was used.
3. All travel and expenditures must be pre-approved by the employee's supervisor or, in the case of the General Manager, by the Board Chair. Approval must be obtained before travel is booked or expenses are committed.
4. Reimbursement of business-related expenses shall comply with IRS regulations and the California Labor Code. Employees must substantiate expenses with documentation identifying the amount, date, place, and business purpose.
5. Prior to initiating any purchase, employees and Board members must disclose any personal or financial interest in a vendor or supplier to the General Manager; Board members must disclose to the full Board. No purchase may proceed where a conflict of interest exists, as prohibited by Government Code §1090.

3. PRIMARY GUIDELINES

Transportation

6. Mode of transportation shall be selected on the basis of the most reasonable and cost-effective method, taking into consideration distance, time, and total cost to the District.
7. Employees shall schedule travel so that overtime is not generated. The department supervisor must make appropriate scheduling accommodations to the extent possible.
8. Reimbursement for use of a personal vehicle on approved District business shall be at the prevailing IRS standard business mileage rate, updated each January by IRS Notice. This rate covers fuel, oil, tires, repairs, and insurance. Employees must hold a valid California driver's license and carry minimum automobile insurance required by

law. Proof of insurance may be requested at any time. Vehicle damage and repair costs are personal and not reimbursable. Reimbursement is based on the vehicle used, not the number of passengers.

9. Tolls and parking fees will be fully reimbursed upon presentation of receipts.
10. When air travel is approved, all personnel shall travel in economy class or equivalent service.
11. Use of rental vehicles is discouraged. Shuttle service, buses, or ride-share should be used between airports and meeting locations. When a rental vehicle is necessary, the least expensive practical vehicle shall be used.

Meal Expenses

12. Meal reimbursements apply only when travel on authorized District business requires absence from the normal duty station during a meal period, subject to the time triggers in item 2 below.
13. The following per-meal limits apply, based on the U.S. General Services Administration (GSA) standard Meals and Incidental Expenses (M&IE) rate structure:
Breakfast: \$16.00 (eligible if departure required before 7:00 a.m.)
Lunch: \$19.00 (eligible if travel extends through the noon hour)
Dinner: \$28.00 (eligible if return not possible before 7:00 p.m.)
Incidentals: \$5.00
14. The maximum daily meal and incidental allowance is \$68.00 per day, inclusive of taxes and tips. Receipts are required; reimbursement will not exceed the applicable per-meal limit regardless of the actual receipt amount.
15. If GSA standard M&IE rates are revised and exceed the amounts stated in this policy, the GSA rates shall govern without requiring a policy amendment. The General Manager shall communicate updated rates to staff upon each GSA revision.
16. Meals included in conference or event registration fees are not separately reimbursable.

Lodging Expenses

17. Lodging costs for approved conferences, seminars, or meetings will be arranged in advance by District staff or reimbursed to the employee. When paid in advance, a check will be issued to the traveler prior to departure covering all hotel charges including parking.
18. Hotel charges shall be based on single-occupancy rates. The District will not reimburse lodging costs for family members or additional guests. Lodging shall not exceed the conference hotel rate. If the conference hotel is full, the employee shall secure a comparable rate at the nearest available hotel.
19. Personal charges added to a hotel bill (e.g., movies, room service, minibar, spa) are not reimbursable and must be settled directly by the employee at checkout.

Cell Phone / Communications

20. Employees who require a mobile phone for District business will be issued one through the District's cellular account. No personal cell phone bills or costs will be reimbursed.

Board Member Reimbursement

21. Board member reimbursement is governed by Government Code §53232 et seq. Board members may be reimbursed for actual and necessary expenses incurred in the performance of official duties, consistent with this policy.
22. Board members must submit a written expense report for each reimbursement request. Expense reports are public records and shall be retained per the District's Records Retention Policy (2145).
23. Board member reimbursements shall be approved by the Board Chair or reported to the full Board at the next regular meeting.

Unauthorized Expenses

24. The following personal expenses are not reimbursable: movies, entertainment, premium television services, alcoholic beverages, dry cleaning, spa or gym services, barber, magazines, shoe shine, travel insurance, clothing or toiletry purchases, lost tickets, traffic fines or violations, excess baggage fees, spouse or guest accommodations, and other personal items.
25. Special or one-time situations may be pre-approved by the General Manager on a case-by-case basis. Optional quasi-social events (e.g., retirement or testimonial dinners) require advance approval from the General Manager.
26. If unauthorized expenses are paid by the District (via credit card or other means), the employee is responsible for immediate reimbursement to the District by personal check or authorized payroll deduction.
27. Misappropriation of public funds is a violation of Penal Code §424. All employees and Board members are subject to the consequences of this violation, including penalties, termination, and court proceedings.