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# Herlong Public Utility District

## **POLICY HANDBOOK – SERIES 4000**

POLICY TITLE: Expenditure Reimbursement  
POLICY NUMBER: 4025

4025.1 Purpose. The purpose of this policy is to prescribe the manner in which District and directors may be reimbursed for expenditures related to District business.

4025.2 Scope. This policy applies to / members of the Board of Directors and is intended to result in no personal gain or loss to an employee or director.

4025.3 Implementation. Whenever District directors desire to be reimbursed for out-of-pocket expenses for item(s) or service(s) appropriately relating to District business, they shall submit their requests on a reimbursement form approved by the General Manager. Included on the reimbursement form will be an explanation of the District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached.

4025.4.1 The General Manager will review and approve reimbursement requests. Reimbursement requests by the General Manager will be reviewed and approved by the Board of Directors.

4025.4.2 All expenses must be reasonable and necessary, and employees and directors are encouraged to exercise prudence in all expenditures.

4025.4.3 The most economical mode and class of transportation reasonably consistent with scheduling requirements will be used. In the event a more expensive class of transportation is used, the reimbursable amount will be limited to the cost of the most economical class of transportation available. Reimbursement for use of personal vehicles will be at the applicable IRS-approved rate.

4025.4.4 Expenditures for food and lodging will be moderate and reasonable.

# Herlong Public Utility District

## POLICY HANDBOOK – SERIES 4000

POLICY TITLE: Director's Compensation

POLICY NUMBER: 4080

4080.1 The Board of Directors shall be compensated per California Public Utilities Code § 16001-16003 and Resolution 08-013.

4080.1.1 The amount of compensation shall be set at one hundred dollars (\$100.00) per meeting.

4080.1.2 Compensation is voluntary and cannot be assigned to another person or entity.

4080.2 Compensation for a meeting shall be defined as:

4080.2.1 Regular, Special or Emergency meeting of the Board of Directors that is forty five minutes in duration or longer.

4080.2.2 A required training course required by Regulation.

4080.3 Record of attendance at a qualified meeting shall be submitted to the District Clerk at the conclusion of each meeting.

4080.3.1 Compensation checks will be submitted and processed within the Districts normal accounts payable schedule and payment will be made within 15 days of the date of submission to accounts payable.

8/18/10  
*[Faint stamp and signature]*

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# Herlong Public Utility District

## **POLICY HANDBOOK - SERIES 4000**

POLICY TITLE: Training, Education and Conferences  
POLICY NUMBER: 4090

4090.1 Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

4090.1.1 "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

4090.2 It is the policy of the District to encourage Board development and excellence of performance by reimbursement the actual expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District.

4090.2.1 Directors may request in writing prior to registration or confirmation of travel expenses; the District to pre-pay for such expenses that the Director will have to incur to attend so as to not burden or cause undue financial hardship on the Director for their willingness to serve on the Board.

4090.2.2 The General Manager is responsible for making arrangements for Directors for conference and registration expenses, and for per diem. Per Diem, when appropriate, shall include expenses for meals and incidental expense using General Services Administration (GSA) published Per Diem rates. Per Diem, when appropriate, shall include expenses for meals and incidental expense using General Services Administration (GSA) published Per Diem rates. Per Diem for the first and last day of travel will be paid according to the following schedule: On the first day of travel on a trip of 24 hours or more:

Trip begins at or before 6:00 a.m.	Breakfast may be claimed on the first day.
Trip begins at or before 11:00 a.m.	Lunch may be claimed on the first day.
Trip begins at or before 5:00 p.m.	Dinner may be claimed on the first day.

On the fractional day of travel at the end of a trip of more than 24 hours:

Trip ends at or after 8:00 a.m.	Breakfast may be claimed.
Trip ends at or after 2:00 p.m.	Lunch may be claimed.
Trip ends at or after 7:00 p.m.	Dinner may be claimed.

Lodging and airfare are paid at actual cost, mileage is paid according to IRS mileage rates. All expenses which are requested by Directors, or which are billed to the District by Directors, shall be submitted to the General Manager, together with validated receipts in accordance with State law.

4090.2.3 Attendance by Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.

4090.2.4 Expenses to the District for Board of Directors' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the General Manager and by:

4090.2.4.1 Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.

4090.2.4.2 Directors traveling together whenever feasible and economically beneficial.

4090.2.4.3 Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

4090.3 A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after the District has announced his/her pending resignation, or if it occurs after an election in which it has been determined that the Director will not retain his/her seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

4090.4 Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.