

	COLUMBIA IRRIGATION DISTRICT Policy 5.2 "Reimbursement of Expenses"				APPROVED: <u>David St. John</u> President Board of Directors	
	Effective Date: 8 January 2008 Revision: No. 0				DATE: <u>8 Jan. 2008</u>	
<i>Revised</i>	<i>Revised</i>	<i>Revised</i>	<i>Revised</i>	<i>Revised</i>	<i>Revised</i>	<i>Revised</i>
Date: <u>8-21-2020</u>	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____
Initial: <u>VS</u>	Initial: _____	Initial: _____	Initial: _____	Initial: _____	Initial: _____	Initial: _____

A. Purpose

A complete accounting of the actual expenses for travel and other purposes to ensure that the expenses reported for reimbursement are appropriate and provide sufficient documentation.

B. Policy

To implement Resolution 2008-02 the District Reimbursement of Expenses Policy will be as follows:

1. Directors/Employees on authorized official District business may choose to be reimbursed for the actual cost of travel, lodging, meals, or other purposes.
2. Detailed receipts must be attached to the Reimbursement Claim for Expense form for reimbursement through the claims process.
3. Expense Reports must be approved and signed by the Secretary/Manager.

C. References

1. Reimbursement of Actual Expenses RCW 42.24.090
2. Receipts Required RCW 43.09.200