

RESOLUTION NO. 1762-0501

RESOLUTION ESTABLISHING A POLICY FOR THE REIMBURSEMENT OF PERSONAL EXPENSES RELATED TO TRAVEL ON DISTRICT BUSINESS

The Board of Directors of Stege Sanitary District finds and determines as follows:

A. The District’s Board recognizes that the District is best served by providing its Directors and staff with continuing education and training in the performance of assigned duties, and that said education and training is often provided through attendance at meetings, seminars, and conferences dealing with issues and subjects that relate to the business of the District.

B. Directors and staff may incur expenses while traveling on District business at these meetings, seminars, and conferences, and they should be reimbursed appropriately.

C. The District desires to minimize costs and will therefore limit reimbursements to reasonable and appropriate expenses.

In consideration of the foregoing findings and determinations,

IT IS RESOLVED by the District’s Board as follows:

1. If time permits, Directors shall seek Board approval before attending meetings, seminars, and conferences at which reimbursement is sought. District staff attendance at such function shall be preapproved by the Manager and within the constraints of the appropriate budget.

2. All Directors and staff who claim reimbursement of travel expenses shall be responsible for maintaining and submitting a record of travel expenses incurred on behalf of the District and, where required, for documenting said costs.

3. Meal and incidental expenses shall be reimbursed at amounts that do not exceed the Internal Revenue Service (IRS) standards established for the location in which the expenses were incurred.

4. District procedures regarding reimbursement of personal expenses related to travel on District business should be reviewed and updated periodically.

5. It shall be the policy of the Stege Sanitary District to reimburse travel expense claims for its Directors and staff, in conformance with all applicable District policies and procedures, and appropriate procedures shall be established.

STATE OF CALIFORNIA)
 COUNTY OF CONTRA COSTA)

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly adopted by the Board of Directors of the Stege Sanitary District, at its rescheduled regular meeting thereof, held on the 23rd^{day} of May 2001 by the following vote:

AYES:	BOARD MEMBERS:	Bruce, Merrill, Miller, O'Keefe, James
NOES:	BOARD MEMBERS:	None
ABSENT:	BOARD MEMBERS:	None
ABSTAIN:	BOARD MEMBERS:	None

Jay Z. James

 JAY Z. JAMES, President

STEGE SANITARY DISTRICT
 Contra Costa County, California

ATTEST:

Douglas Humphrey

 DOUGLAS HUMPHREY, Secretary

Stege Sanitary District