

Subject:
**Reimbursable and
Non-reimbursable expenses**

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Policy:

It is the policy of the Vashon Park District to reimburse District employees for reasonable expenses incurred in the conduct of their business for the District. Eligible meal reimbursements shall be made only for actual business-related activities and will not include refreshments for meetings unless the meeting time exceeds 4 hours. All eligible business-related expenses shall be reimbursed on an actual expense basis with proper documentation. Persons using a personally owned vehicle for travel will be reimbursed at the rate published by the IRS as the cost per mile allowance and in accordance with Policy 01-06, "Use of Personal Vehicle." All persons are to use good judgment and discretion limiting expenses with the best interests of the District foremost in mind. It is expressly prohibited to use District travel funds for personal purposes. Miscellaneous expenses not directly related to conduct official District business and excessive or unnecessary expenses, at the discretion of the Executive Director, are not reimbursable.

Payment in advance for District-related business expenses will be made subject to Executive Director approval.

Definitions of Non-Reimbursable Expenses:

Certain expenses are considered personal and therefore non-reimbursable including, but not limited to:

- Personal electronic devices unless District business is required by prior approval
- Entertainment, non-District required, clothing, personal sundries, refreshments and services
- Transportation to places of entertainment or similar personal activities
- Medical, dental or hospital services
- Alcoholic beverages
- Tobacco products
- Fines and penalties
- Dependent care

Applicability:

This policy applies to all employees of Vashon Park District