



POLICY TITLE: Expense Reimbursement Policy

POLICY NUMBER: 2120

2120.1 Expenses not included in the approved budget and greater than \$500 shall first be submitted to the Board of Directors for approval.

2120.2 In case of emergencies between Board Meetings, The Executive Director may authorize purchases up to \$1,000 as long as the expenditure is an approved budgetary item. If the expenditure is not already approved, the President of Contra Costa RCD Board of Directors may authorize expenditures up to \$3,000 in case of an emergency. If the President is unavailable, the Vice President may authorize the expenditure. The expense would be listed as a determination item on the next board meeting in order to post-approved the expenditure by the board.

2120.3 Whenever employees or Directors of CCRCDD incur “out-of-pocket” expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expenditure shall be reimbursed upon request from the District as per Reimbursement Policy stated below in 2120.4. In instances when a receipt is not obtainable, the requested reimbursement shall be approved by the Executive Director before check is prepared. No reimbursement will be made without submission of a Reimbursement Form.

2120.4 Request for Reimbursement must include a “Produce Check”—Travel and Expense Form”. Reimbursements requests must include original receipt, purpose of expense, grant funder, if applicable and signature of requestor. Request for reimbursement should be received by the 5th of every month for Executive Director’s approval.