

BOARD POLICY
Lake Oroville Area Public Utility District

TITLE: REMUNERATION AND REIMBURSEMENT

NUMBER: 4030

ADOPTION DATE: MARCH 14, 1984

AMENDED DATE: March 14, 2006

4030.1 Purpose. The purpose of this policy is to prescribe the manner in which District employees and directors may be reimbursed for expenditures related to District business, and how directors may be compensated for their service. Lake Oroville Area Public Utility District shall adhere to Government Code Sections 53232 through 53232.4 when dealing with issues of director remuneration and reimbursement.

4030.2 Scope. This policy applies to all employees and members of the Board of Directors, and its provisions regarding expense reimbursement are intended to result in no personal gain or loss to an employee or director.

4030.3 Implementation. Whenever District employees or 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, Exhibit A. 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.

4030.3.1 The District Bookkeeper or the General Manager will review and approve reimbursement requests. Reimbursement requests by the District Bookkeeper will be reviewed and approved by the General Manager. Reimbursement requests by the General Manager will be reviewed and approved by the District Bookkeeper.

4030.4 Director Compensation. Members of the Board of Directors shall receive a monthly "Director's Fee," the amount of which shall be established annually by the Board at its regular meeting in June.

4030.4.1 Subject to Lake Oroville Area Public Utility District enabling code, a district director may be reimbursed for reasonable expenses for attending the following:

- a) A meeting of the legislative body;
- b) A meeting of an advisory body; or
- c) A conference or organized educational activity conducted in compliance with Government Code Section 54952.2(c), including

but not limited to ethics training required by Government Code Section 53234.

- d) [Districts may include other types of occasions deemed appropriate by the Board of Directors. Other types of occasions must be specified for reimbursement eligibility.]

4030.5 Expense Reimbursement. District employees and directors are eligible to receive reimbursements for travel, meals, lodging, and other reasonable and necessary expenses for attending the above business on behalf of Lake Oroville Area Public Utility District. Reimbursement rates shall coincide with rates set by Internal Revenue Service Publication 463 or its successor publication(s).

4030.5.1 Any and all expenses that do not fall within the adopted reimbursement policy or the IRS reimbursable rates are required to be approved by the Board of Directors of Lake Oroville Area Public Utility District in a public meeting prior to the expense(s) being incurred.

4030.5.1.1 Expenses that do not adhere to the adopted reimbursement policy or the IRS reimbursable rates, and that do not receive prior approval from the Board of Directors in a public meeting prior to the expense being incurred, shall not be eligible for reimbursement.

4030.5.2 If lodging is in connection with 4030.4.1.c above or other prior approved event, such lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor. If the published group rate is unavailable, directors shall be reimbursed for comparable lodging at government or IRS rates.

4030.5.2.1 If travel and lodging is in connection with 4030.4.1.c above, or other prior approved event, government or group rates offered by the provider of transportation or lodging shall be used when available.

4030.5.3 Lake Oroville Area Public Utility District shall provide expense reimbursement report forms to employees and directors who incur reimbursable expenses on behalf of the district to document that their expenses adhere to this policy.

4030.5.3.1 Receipts are required to be submitted in conjunction with all items listed on the expense report form. Expenses without receipts will not be reimbursed.

4030.5.3.2 Expense reports shall be submitted within a reasonable time, but not more than 30 days, after incurring the expense.

4030.5.4 Directors attending functions consistent with 4030.4.1.c above, or other prior approved events shall submit reports to Lake Oroville Area Public Utility District on the meeting(s), in conjunction with District Policy 4090.4.

4030.5.5 It is against the law to falsify expense reports. Penalties for misuse of public resources or violating this policy may include, but are not limited to, the following:

- a) The loss of reimbursement privileges;
- b) Restitution to the local agency;
- c) Civil penalties for misuse of public resources pursuant to Government Code Section 8314; and
- d) Prosecution for misuse of public resources, pursuant to Section 424 of the Penal Code, penalties for which include 2, 3 or 4 years in prison.

4030.6 Flexible Spending Account. Members of the Board of Directors are eligible to participate in the District's Flexible Spending Account, managed by the current insurance provider. The District will contribute \$100 per month to each member's account contributions are subject to the limit established by the District for the plan year.

EXHIBIT "A"

Name _____ Project _____

Departure		Points of Travel		Arrival	
Date	Hour	From	To	Date	Hour

Hotel: \$ _____

Airfare: \$ _____

Transportation to and from hotel to airport: \$ _____

Mileage: Beginning _____ Ending _____

Parking: \$ _____

Per Diem: \$ _____

*Please attach **original** receipts!*

Schedule of expenses claimed in addition to or in lieu of Per Diem allowance.

Date	Hotel	Meals	Tips	Local Taxi, Car Fare, Toll, etc.	Other	Total
Total						

Total expenses claimed: \$ _____

Purpose of trip _____

I certify that this statement, the amounts claimed and attachments are true, correct, and complete to the best of my knowledge and belief, and that the payment amount claimed has not been already received.

Signature

Date

Approved By

Date