

TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

PI NUMBER 304

Formerly PI 210.1

Effective: August 23, 1994

Revised: March 24, 2005

January 26, 2012

November 30, 2022

SUBJECT: REIMBURSABLE EXPENSES

PURPOSE: To establish a policy for Employees and Directors to be reimbursed for expenses incurred on behalf of the District.

POLICY:

1. Employees who incur expenses, out of pocket, on behalf of the District, must have the expenses approved by the General Manager prior to reimbursement.
2. The General Manager may incur expenses, out of pocket, on behalf of the District. If the expense is in conformity with the Board approved budget, the amount will be reimbursed upon receipt of proper documentation by the Director of Finance and Administration up to a maximum of \$35,000.
3. Board members, who incur expenses out of pocket on behalf of the District, must have the expenses approved by the Board of Directors. Reimbursement of expenses relating to Board Member attendance at seminars, conferences and meetings is covered in Policy Instruction 211.
4. All expenses will be reimbursed via District expense report form including Per Diem rates with receipt back up for each expense.

~~J. Thomas Van Berkem~~Kat Rohlf, President