

TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

PI NUMBER ~~210.1304~~

Formerly PI 210.1

Effective: August 23, 1994

Revised: March 24, 2005
January 26, 2012

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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 ~~District Controller~~Director of Finance and Administration up to a maximum of \$3,000.
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 ~~132-3211~~.

~~Michael Golden, President~~ J. Thomas Van Berkem, President