



POLICY TITLE: STAFF EXPENSE AUTHORIZATION
POLICY NUMBER: OP-14
DRAFT DATE: 02/27/2020
BOARD APPROVAL DATE: 03/24/2020

POLICY: EXPENSE AUTHORIZATION

Policy #OP-14:

Employees of the Desert Healthcare District & Foundation (DHCD) are entitled to reimbursement for actual and necessary expenses incurred in the performance of official business, including expenses relating to driving on DHCD business (mileage), travel, meals, lodging and other actual and necessary expenses incurred on behalf of DHCD. Mileage shall be reimbursed in accordance with IRS regulations and lodging expenses shall not exceed the maximum group rate published by the conference or activity sponsor of the governmental rate, if available.

- a) Requests for reimbursement for travel expenses or meals must be submitted to the CEO or employee's supervisor for approval on a DHCD approved Expense Statement form. Receipts must be attached to the Expense Statement form. Receipts for meals must be itemized. The District does not reimburse for alcoholic beverages.
- b) Mileage must be submitted to the CEO or employee's supervisor for approval on a DHCD approved Mileage Reimbursement form. Mileage will be reimbursed at the currently approved Internal Revenue Service rates.
- c) All travel by DHCD personnel on official business outside of the County of Riverside shall require approval in advance from the CEO or employee's supervisor. The DHCD will arrange and pay direct for airfare, lodging and



conferences where practical.

- d) Rental of automobiles for DHCD business must be approved in advance by the CEO or employee's supervisor.

Attendees of events that are at the expense of DHCD may be required to provide brief reports on the events attended at the next regular meeting that the attendee is a member of or at the next Board of Directors meeting.

DHCD Credit Cards are used and/or authorized by the DHCD CEO and Chief Administration Officer. Credit card statements and reports are provided for review to the Finance & Administration Committee.

Expense reimbursements and credit card charges must have a good faith basis and in conformance with the approved DHCD budget. Expenses and charges without such a basis shall subject the requestor to appropriate sanctions, up to and including termination of employment.