



BOARD OF DIRECTORS HANDBOOK

Policies & Programs of the Board of Directors

Policy Title: Board of Director's Expense Reimbursement Policy

Original Approval Date:
April 8, 2015

Revised Date:
May 24, 2023

Policy No:
1.1

Page 1 of 3

1.00 PURPOSE

The purpose of this policy is to comply with the provisions of Government Code Sections 53232, 53232.1, 53232.2 and 53232.3, as may be amended from time to time. This policy shall be applied in the implementation of Ordinance No. 405 of the East Valley Water District, as may be amended from time to time.

2.00 PROCEDURE

- A. Enacted Assembly Bill 1234 provides amendments to the California Government Code, Section 53232, et seq., which requires the enactment of policies by public agencies relative to director's compensation, and reimbursement of expenses incurred by public officials in performing official duties.
- B. District Ordinance 405 establishes Director's compensation.
- C. Penalties for violations of the law are set forth in Government Code Section 53232.4.

2.01 DEFINITIONS

- A. For purposes of this policy, the following definitions shall apply:
 1. **District:** Shall mean the East Valley Water District.
 2. **Director:** Shall mean an elected or appointed member of the Board of Directors of the District or outside Committee Members.
 3. **Board:** Shall mean the Board of Directors of the District.
 4. **Ordinance No. 405:** Shall mean Ordinance No.405 of the District, as may be amended from time to time.

2.02 COMPENSATION

The compensation of the Directors shall be as set forth in Ordinance No. 405.



BOARD OF DIRECTORS HANDBOOK Policies & Programs of the Board of Directors

Policy Title: Board of Director's Expense Reimbursement Policy			
Original Approval Date: April 8, 2015	Revised Date: May 24, 2023	Policy No: 1.1	Page 2 of 3

2.03 REIMBURSEMENT FOR EXPENSES INCURRED IN PERFORMING OFFICIAL DUTIES

- A. Reimbursement to Directors for actual and necessary expenses incurred in the performance of authorized duties shall be as set forth in Ordinance No. 405, Section 1.
1. Registration fees for conferences, seminars, training sessions including training required under Government Code Section 53234 et seq, shall be paid by the District in advance, All such registrations shall be made through the District Clerk. To the extent possible, personal credit cards shall not be used to pay for registration fees.
 2. Cost of Accommodations - Reimbursement for the cost of overnight accommodations for a conference, seminar, or meeting shall be limited to the actual and reasonable cost of adequate accommodations. To the extent possible, lodging should be secured, in advance, through the District Clerk.
 3. Transportation - To secure the most economical mode of transportation in keeping with availability, convenience, and propriety of the District. If possible, all travel arrangements shall be made through the District Clerk. When air travel is the most appropriate method of transportation, coach class shall be utilized. A private automobile may be used when necessary, but only when it is the least expensive alternative for travel. Mileage shall not be reimbursed to the extent that the mileage cost exceeds the cost of an available lower cost alternative form of transportation. A rental car may be used when appropriate public transportation is unavailable or more expensive and the cost thereof shall be reimbursed to the Director. Shuttle and metro services should be used when most appropriate in lieu of a taxi or car rental and the actual cost shall be reimbursed to the Director.
 4. Expenses - A \$200 per diem rate guideline is established for the Directors. The per diem is to be used for meals and other miscellaneous expenses such as parking fees, not including major transportation or registration fees. If the indicated guidelines are exceeded, written justification must be attached to the travel expense report to be approved by the Board of Directors or approval must be obtained in advance from the Board of Directors for locations where these amounts may not be practical. If a director exceeds the established per diem rate, the matter will be automatically referred to the Board of Directors for consideration.
 5. In compliance with Ordinance No. 405, Section 7, after incurring an authorized expense, the Director shall submit to the District Clerk an Expense



BOARD OF DIRECTORS HANDBOOK Policies & Programs of the Board of Directors

Policy Title: Board of Director's Expense Reimbursement Policy			
Original Approval Date: April 8, 2015	Revised Date: May 24, 2023	Policy No: 1.1	Page 3 of 3

Report in the form as attached hereto collectively as Exhibit "A". Receipts for claimed expenses shall be submitted as part of the Expense Report. All documents related to reimbursable expenditures, including expense reports and receipts are public records subject to disclosure under the California Public Records Act. Personal information including credit card numbers may be redacted from any documents.

6. The following expenses are not reimbursable: alcoholic beverages, parking or traffic violation fines, entertainment, personal phone calls, auto repairs, personal auto insurance, the personal portion of any trip, including expenses for a spouse or family member, and personal losses incurred while performing District business.

2.04 REPORTING

- A. Directors shall provide a brief report either written or oral, on meetings attended at the expense of the District.

2.05 POLICY VIOLATIONS

- A. Violations of the policy shall be as provided in Government Code Section 53232.4.

6.0 EXHIBITS

1. Ordinance No. 405
2. Expense Report