

**Diablo Water District Accounting Department**  
**Reimbursement Policy**

**Purpose**

Provide accounting staff with direction on how to reimburse staff and directors for expenses incurred in the course of business.

**Eligible Expenses**

The District prefers that expenditures be placed on the District's credit card (see Regulation No. 124) when possible or through the District's purchasing account at select vendors.

- Travel: For reimbursable expenses and limits see the District's travel reimbursement Regulation No. 112). Regulation includes:
  - Mileage rates
  - Airfare allowance
  - Travel by other means
  - Meals while traveling
- Non-Travel Expenses: Expenses that are eligible for reimbursement include, but are not limited to:
  - Clothing allowance
  - Boot allowance
  - Laundry detergent expense
  - Other relevant and prudent expenses authorized by management

**Reimbursement Process**

\$250 and below: upon submission of all receipts and an expense report, petty cash will be paid for reimbursement.

Over \$250: upon submission of all receipts and an expense report, a check will be issued through accounts payable, no later than 30 days from submitting the reimbursement request.

**Reimbursement Annual Reports**

Any disbursement for individual charges exceeding \$100 will be compiled into an annual report and will be available for review upon request.