

Title: **Travel and Business-Related Expenses**

Policy # 2126

Latest Revision Date: 5/22/2018

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This policy is in compliance with Government Code 5232.2(b).

Employees and Volunteers of the Fallbrook Regional Health District (“FRHD”) are entitled to reimbursement for actual and necessary expenses incurred in the performance of official business. Including expenses relating to driving on District business (mileage), travel, meals, lodging and other actual and necessary expenses incurred in the performance of official business and attendance at meetings and conferences on behalf of FRHD. 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 or the governmental rate, if available.

1. Requests for reimbursement for travel expenses, mileage or meals must be submitted to the CEO for approval on form 2126A – Travel Expense Reimbursement. Receipts must be attached. Mileage will be reimbursed at then-currently approved Internal Revenue Service rates.
2. Mileage must be submitted to the CEO for approval on form 2126A – Travel Expense Reimbursement.
3. All travel by FRHD personnel on official business outside the County of San Diego will require approval in advance from the CEO. FRHD will arrange and pay direct for airfare, lodging and conferences where practical.
4. Rental of automobiles for FRHD business must be approved in advance by the CEO.
5. Meals & Incidentals (M&IE) reimbursement rates are set maximums per meal (Breakfast \$17, Lunch \$18, Dinner \$34, Incidentals \$5), per day day (maximum of \$74). For travel lasting 24 hours or more, employees may claim meals (at the rates noted above), based on the following timeframes:
 - a. First day of travel:
Trip begins at or before 6 am - Breakfast may be claimed, Trip begins at or before 11 am - Lunch may be claimed, Trip begins at or before 5 pm - Dinner may be claimed
 - b. Continuing travel after 24 hours:
Trip ends at or after 8 am - Breakfast may be claimed, Trip ends at or after 2 pm - Lunch may be claimed, Trip ends at or after 7 pm - Dinner may be claimed
 - c. Fractional day travel (trips less than 24 hours):
Trip begins at or before 6 am and ends at or after 9 am - Breakfast may be claimed, Trip begins at or before 4 pm and ends at or after 7 pm - Dinner may be claimed, If the fractional day includes an overnight stay, receipted lodging may be claimed. No meal or lodging expenses may be claimed or reimbursed more than once on any given date or during any twenty-four (24)-hour period.
6. Tipping: Reimbursement for tips related to allowable meal or transportation expenses incurred while conducting approved state business as follows: up to \$2.00 or 20%, whichever amount is greater.
7. Alcoholic Beverages: Board and Staff of FRHD shall not receive reimbursement for purchasing alcoholic beverages while conducting approved District business.
8. Reimbursement forms must be submitted within 60 days from the date that the expense was incurred.

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