

CSD POLICY 2018-2 Policy Addition

Reimbursement for Travel and other related activities

The General Manager shall maintain a record for the directors and submit their costs for reimbursement. In determining those costs, the directors shall provide the general manager's office a complete set of receipts to determine the total reimbursement. The directors may consider costs that include, travel (airfare, taxi, and rental car), mileage (POV), meals and lodging. The amount shall be equal to, and may not exceed, the schedule for reimbursement with the exception of airfare, taxi and rental car, which will be reimbursed for actual cost. Airfares and rental cars should be scheduled as early as possible to achieve the lowest fare.

Schedule for reimbursement:

Travel (airfare, taxi, and rental car) = Actual Charge

Mileage (POV) = \$0.545 Per Mile

Meals = \$69.00 Per Day

Lodging =\$122.00 Per Day