

FRESNO MOSQUITO AND VECTOR CONTROL DISTRICT TRAVEL AND EXPENSE REIMBURSEMENT POLICY

SECTION A: DISTRICT TRAVEL AUTHORIZATION

A-1: IN-STATE TRAVEL - The District Manager and staff shall be allowed to travel in-state on District business without previous Board approval for:

1. Participation in local, state, and national organizations whose activities affect the District.
2. Attendance at educational seminars designed to improve skill and information level.
3. Participation in discussions with local, state, or national officials on items of District concern.

District Trustees are also allowed to travel for the aforementioned purposes when authorized by the Board of Trustees.

A-2: OUT-OF-STATE TRAVEL - All out-of-state travel must be approved by action of the Board of Trustees.

SECTION B: PROFESSIONAL CONFERENCES

B-1: MOSQUITO & VECTOR CONTROL ASSOCIATION OF CALIFORNIA ANNUAL CONFERENCE. - District staff and Trustee attendance at the Annual Conference shall be at the discretion of the Board of Trustees.

B-2: AMERICAN MOSQUITO CONTROL ASSOCIATION ANNUAL CONFERENCE -

1. The District Manager or his designee shall be allowed to attend the Annual Conference.
2. The Trustee delegate shall be limited to the Board member holding the office of President. In the event that the President is unable to attend, an alternate may be appointed by the Board.
3. The Board, at its discretion, may allow additional staff or trustees to attend if the annual conference is in or near California or if it is deemed in the best interest of the District to do so.

B-3: OTHER PROFESSIONAL CONFERENCES - District staff and trustee attendance at other professional conferences shall be at the discretion of the Board of Trustees.

B-4: MEETING REPORTS - Staff and Trustees attending meetings at District expense will provide brief reports of those meetings at subsequent Board meetings.

SECTION C: TRAVEL EXPENSES

C-1: MEALS, LODGING, TRANSPORTATION, AND OTHER NECESSARY EXPENSES -

1. All necessary travel expenses will be reimbursed upon submission of the District's expense reimbursement form and accompanying receipts. The expense reimbursement form must be submitted within 30 days of the qualifying travel expense.
2. For travel exceeding a single day, a per diem for meals of \$50/day will be allowed in lieu of actual meal reimbursement, with the following schedule:

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| Breakfast | \$10 |
| Lunch | \$15 |
| Dinner | \$25 |
3. A receipt for lodging expenses must be returned to the District if a cash advance has been given for lodging, if the lodging has been paid for on the District credit card, or before lodging expenses can be reimbursed.
4. If the lodging is in connection with a conference or organized educational activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available at the time of booking. If the group rate is not available, comparable lodging as close as practical to the group rate shall be used. Government and group rates will be used whenever possible.

C-2: MILEAGE - Mileage at the IRS approved rate will be allowed when a personal vehicle is utilized for travel while on District business.