

## Expense Authorization/Reimbursement

The same general policy shall apply to all personnel and district officials in regard to reimbursement of expenses. This policy shall be as follows:

1. Personnel and officials who incur expenses in carrying out their **authorized** duties shall be reimbursed by the district upon submission of a properly filled out and approved voucher **and** such **supporting receipts** as required by the administrator responsible for business affairs. **All requests for reimbursements must be accompanied by receipts, and must be remitted within 30 days of date occurred to be accepted for reimbursement.**
2. Such expenses shall be approved and incurred in line with budgetary allocations for the specific type of expenses. Food expenses will be reimbursed at \$40.00 per day prorating as follows: breakfast (\$7.50), lunch (\$12.50), and dinner (\$20). Receipts for food expenses are not required, except for special dinners or celebrations. **Under no circumstance will the district reimburse expenses for alcohol.**
3. A district vehicle will be used for all official travel, except as provided under #4. District vehicle requests must have prior approval by a supervisor.
4. Official travel by personally owned vehicle will only be authorized when a district vehicle is unavailable, mileage **payment shall be made at the federally approved rate.** In the event that a district vehicle is available and an employee or Board member elects to drive their own, then only gas expenses will be reimbursed based on a district mileage reimbursement chart.
5. Mileage Chart attached.

**Adopted at Board Meeting of June 9, 2015**

**LEGAL REF: C.R.S. 24-18-104 (3)(d),(e)**

<b>DESTINATION</b>	<b>ROUND TRIP MILAGE</b>
Aspen	404
Breckenridge	605
Cortez	151.2
Denver	726
Dove Creek	192
Durango	242
Fort Collins	841.4
Grand Junction	260
Gunnison	258
Keystone	604
Norwood	70
Nucla/West End	110
Montrose	140
Ouray	100
Rico	54
Ridgway	80
Steamboat Springs	

**If a district vehicle is available and not utilized, reimbursable expenses are as follows:  $\text{Mileage} \div 20\text{mpg} \times \text{National Average per gallon of gas}$  - updated at beginning of each semester – or contact Business office.**