
Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Expenses Allowances (Expenses, Travel Costs, Education Costs, Certification Costs)

POLICY NUMBER: 7120

7120.1 In addition to salaries and other benefits provided herein, any Trustee or employee of the District shall receive his/her necessary personal and traveling expenses while on District business. These expenses do not include the expenses of a traveling companion.

7120.2 Employee and Trustee expenses incurred by and for the District on District business will be reimbursed by the District upon presentation of an itemized claim with substantiation receipts for room, transportation, or other major items. A major item is anything over twenty dollars (\$20.00) per item. Employee and Trustee expenses that are less than \$20.00 will be reimbursed without receipts, but receipts for said items are greatly encouraged.

7120.3 If the District furnishes or offers to furnish transportation to District personnel, no transportation allowance will be made for private transportation, in lieu thereof. In considering mode of transport, direct costs to the District and time in transit should be considered. Compensation for use of private automobile on District business shall be at the current rate of the Internal Revenue Service's rate for business per mile for each mile actually traveled on District business and requires approval of the District Manager prior to such use.

7120.4 An employee will be reimbursed for the cost of books, tuition and course or related fees upon completion of a course of study related to the employees position that is approved by the District Manager prior to attendance. The maximum reimbursement received by an employee of the District in one fiscal year shall be one thousand dollars (\$1,000.00).

7120.4.1 Participants in the program must:

7120.4.1.1 Obtain the approval of the District Manager prior to enrollment in any course of study;

7120.4.1.2 Present evidence of satisfactory completion of course with a grade of C or better; and

7120.4.1.3 Present a verified statement or receipts documenting the cost of books, tuition and other course fees following completion of the approved course of study, text books or other materials required by the course shall be retained by the District if the employee received reimbursement for their purchase.

7120.4.1.4 All courses must be taken on an employee's own time unless the course is required by the District. Educational reimbursement for the District Manager shall be approved by the Board of Trustees prior to enrollment.

7120.5 The District will pay the annual costs to maintain employee certification and licensing, which is authorized by the District Manager as reasonable, including but not limited to California Department of Pesticide Regulation and California Department of Public Health.

7120.6 With Board approval, the District will pay the required annual State fees to maintain certification of a Cal/OSHA Asbestos Consultant and California Department of Public Health Lead Inspector.