

DISTRICT COMPILED POLICIES

CHAPTER 3 – BOARD POLICIES

3.01 Board Meetings

- (A) Regular meetings to conduct Board business are normally held the second Tuesday of each month and as otherwise approved by the Board. Regular meeting agendas will be developed by the Manager in consultation with the President.
- (B) Work sessions may be held as a separate meeting or in conjunction with regular meetings. Work session agendas will be developed by the Manager in consultation with the President.
- (C) Special meetings may be called by the President or by a majority of the Board.
- (D) Executive sessions will be held in compliance with the Oregon Public Meetings Law.
- (E) Meeting notices will be posted in public view at all District facilities designed for and used by the general public.
- (F) Minutes will be taken consistent with the Oregon Public Records Law.
- (G) Telephonic / electronic meetings shall be held consistent with the Oregon Public Meetings Law. Board members may participate and vote in Board meetings via telephone, electronically, or by other means consistent with that law.
- (H) Board members' attendance at meetings is expected and as a result they should use their best efforts to attend all Board meetings.

3.02 Officers of the Board

- (A) The Board has three offices: President, Secretary, and Secretary pro tempore.
- (B) The President presides at all Board meetings. In the President's absence, the Secretary presides and the Secretary pro tempore acts as Secretary.
- (C) The election of officers is held annually at the June Board meeting with the term of each office being one year.

3.03 Board Member Conduct

- (A) Representing District. If a Board member appears before another governmental agency or organization to give a statement on an issue relevant to the District, that member must state:
 - (1) Whether the statement reflects personal opinion or is the official position of the District; and

DISTRICT COMPILED POLICIES

- (2) Whether the statement is supported by the Board.

If the Board member is representing the District, he or she must support and advocate for the official District position on the issue.

(B) Governing District.

- (1) Without prior approval of the Board, no member may interfere or engage in District operations. This includes District programs, maintenance, administration, enforcement of facility and park rules, planning, training or other day-to-day operations and responsibilities of the Manager.
- (2) Should the Board ask a member to become involved in District operations, the Board must clearly state in writing that Board member's operational duties/functions. Said duties/functions must be agreed to by the President and Manager prior to the Board member beginning the assignment.

(C) Censure.

- (1) The Board may make and enforce its own rules relative to the conduct of both its meetings and that of Board members.
- (2) If a Board member violates a substantive provision of the District's Compiled Policies or state law, the Board may take action against the Board member in order to protect Board and District integrity by issuance of a public censure to the Board member.
- (3) The Board may investigate the action(s) of any Board member and consistent with ORS 192.660(2)(b) meet to deliberate whether reasonable grounds exist to support a Board finding that a violation of either state law or District Compiled Policy has occurred.

3.04 Board Discussions and Decorum

- (A) Conduct. Board members will conduct themselves in ways that do not bring discredit to the District, that promote non-discriminatory delivery of District provided-services to the public in addition to keeping informed about matters coming before the Board and abiding by Board decisions regardless of the member's vote on the particular matter.
- (B) Order and Decorum. Board members will assist the President in preserving order and decorum during Board meetings and should not delay or interrupt the proceedings or fail to comply with a ruling of the President or Board rule. When addressing staff or members of the public, members should confine themselves to questions on issues under discussion and not engage in personal attacks or impugn

DISTRICT COMPILED POLICIES

the motives of any speaker.

- (C) Ground Rules. The following “Ground Rules” will be observed in order to maintain order and decorum during Board discussions and hearings:
- (1) Board members will gather necessary information and ask questions of District staff before meetings.
 - (2) Board members will be given an opportunity to speak at least once on any pending motion or agenda item and will speak for themselves and not for other Board members.
 - (3) Board members will not speak on behalf of the Board or District unless authorized by a vote of the Board to do so.
 - (4) During public meetings, Board members should generally not attempt to edit or revise prepared documents. Amendments to proposed resolutions or other documents may be appropriate but input from the Manager or General Counsel should first be sought to accomplish Board objectives.
 - (5) Board members will be open, direct and candid in the Board forum. Members should be succinct in stating their views and focus on a single issue or topic at any one time.
 - (6) Board members should focus on District issues and avoid becoming involved with non-District issues not relevant to the then current discussion.
 - (7) The President will recognize members wishing to speak in the order of their request(s). The President will provide the first member with an opportunity to speak before recognizing another member. Board members will not interrupt another member who has the floor.
 - (8) Board members should keep discussions moving and call for a “process check” if the Board becomes bogged down in discussions.
 - (9) Board members will adhere to established time limits on discussions.
 - (10) Board members will refrain from criticizing or berating each other, staff or other persons.
 - (11) If a Board member wishes to discuss a major policy issue, it should be scheduled for a future agenda rather than being discussed or considered at the current meeting.

3.05 Public Participation

DISTRICT COMPILED POLICIES

- (A) Public and community group sign-up forms will be available at each regular business meeting. The Board will provide Audience Time at the beginning of each regular meeting (before approval of the Consent Agenda) for members of the audience to speak to the Board about District items that are not included on the agenda. At both Audience Time and during any public hearing or specific agenda item, members of the public desiring to address the Board must first ask to be recognized by the President and then state their name and address for the record. The Board may set time limits for comments. The Board may request that groups with like comments choose a spokesperson to present joint remarks.
- (B) During public hearings, public comment must be addressed to the President and relate to the matter under discussion unless made during Audience Time.
- (C) Generally, Board members should not respond to comments made during Audience Time except to ask clarifying questions. Any public requests for Board action should be referred to staff for review before being placed on a future agenda.

3.06 Robert's Rules of Order Revised

Robert's Rules of Order Revised will be used as the guideline for conduct of Board meetings except where these rules provide otherwise. Rules may be adopted or amended at any meeting. The order of business may be suspended at any meeting by Board vote.

3.07 Agenda

- (A) The agenda headings for Board regular meetings are generally as follows:
 - EXECUTIVE SESSION (if any)
 - CALL TO ORDER
 - ROLL CALL
 - PRESENTATIONS & REPORTS
 - PUBLIC HEARING (if any)
 - AUDIENCE TIME
 - BOARD TIME
 - CONSENT AGENDA
 - OLD BUSINESS (includes MANAGER'S REPORT)
 - NEW BUSINESS
 - ADJOURNMENT
- (B) The Manager will prepare agenda materials. Board members may request items be placed on an agenda. Board members may make agenda suggestions at any Board meeting or by communication with the Manager at least seven days before the regular Board meeting where the item would be considered. A Board member may move to add an item to the agenda at the beginning of a meeting. If approved by the Board, the item would then be considered as the last item under New Business. The

DISTRICT COMPILED POLICIES

agenda, Manager's report and other relevant material will be made available to Board members and the public at least four days before each regular Board meeting.

- (C) Board members will make best efforts to reach consensus on agenda items and obtain staff input before requesting an agenda item. Agendas will generally be set to allow meetings to end no later than 10:00 p.m. If the Board is still in session at 9:30 p.m., the Board will decide whether to continue with the agenda or move items to a future agenda.
- (D) The Board may place certain items on a consent agenda and approve them as one action. Any Board member may request to remove an item from the consent agenda for discussion, modification and individual approval.

3.08 Motions

(A) General.

- (1) All Board members have the right to make motions, discuss questions and vote on any issue before the Board.
- (2) Board member motions will be clearly and concisely stated. The President will state the names of the members making the motion and the second.
- (3) The motion maker, President or Clerk should repeat the motion prior to a Board vote.
- (4) Most motions die without a second. Motions for nomination, withdrawal of a motion, agenda order, roll call vote or point of order do not require a second. A motion on which a second is not made but where discussion begins is deemed seconded by the member beginning the discussion.
- (5) Discussion of a motion is open to all Board members wishing to address it. A member must be recognized by the President prior to speaking on the motion.
- (6) The President may ask for a voice vote on all final decisions although the preferred approach is a roll call vote on all final decisions. All members are expected to vote on each motion unless legally disqualified. A member unable to vote must state the basis for any conflict of interest or other disqualification. The Clerk will maintain a record of the votes.
- (7) At the conclusion of any vote, the President will announce the results. Board members wishing to explain their votes should do so succinctly.

- (B) Withdrawal. A motion may be withdrawn by the motion maker at any time without the consent of the Board.

DISTRICT COMPILED POLICIES

- (C) Tie. A motion receiving a tie vote fails.
- (D) Table. A motion to table is not debatable and precludes any amendment or further debate. If the motion prevails, the item may be taken from the table only by adding it to a future agenda for continued discussion.
- (E) Postpone. A motion to postpone to a date certain is debatable and amendable. A motion to postpone indefinitely is a motion to reject without a direct vote and is debatable and not amendable.
- (F) Call for Question. A motion calling for the question ends debate on the item and is not debatable. A second is required for this motion. Before a Board member calls for the question, each member wishing to speak on the item should have one opportunity to speak. When the question is called, the President will inquire whether any member objects; if objection is raised, the matter will be put to a vote and if it does not receive a majority vote, it fails. Debate may continue if the motion fails.
- (G) Amendment. A motion to amend may be made to a prior motion that has been seconded but not voted on. Amendments will be voted on first before the main motion is amended (or not amended). Motions to adjourn, agenda order, table, point of order, take from table, and reconsider may not be amended.
- (H) Reconsideration. When a motion has been decided, any Board member who voted with the majority may move for reconsideration. A motion for reconsideration may only be made at the meeting at which the motion on the ordinance, resolution, order or other decision was approved.

3.09 Adjournment

- (A) Upon motion and majority vote of the Board members present, any meeting of the Board may be continued or adjourned from day to day or for more than one day. No adjournment may be for a period longer than until the next regular meeting.
- (B) Upon the request of a Board member, a short recess may be taken during a Board meeting.
- (C) A motion to adjourn will be in order at any time except as follows:
 - (1) When made as an interruption of a member while speaking; or
 - (2) While a vote is being taken.
- (D) Before adjourning a Board meeting, the President will address the Board members and Manager to inquire as to whether there is further business to come before the Board. After the responses, if any, the President will ask for a motion to adjourn.

DISTRICT COMPILED POLICIES

3.10 Minutes

- (A) Minutes will be prepared with sufficient detail to meet their intended use. Verbatim minutes are not required. The minutes of Board meetings will comply with ORS 192.650 and contain (at a minimum) the following:
- (1) The name of Board members and staff present;
 - (2) All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
 - (3) The result of all votes, including ayes and nays and the names of the Board members who voted;
 - (4) The substance of the discussion on any matter; and
 - (5) Reference to any document discussed at the meeting.
- (B) The Board may amend minutes to accurately reflect what transpired at a meeting. Upon receipt of the minutes in the Board agenda packet, members should read and submit any changes, additions or corrections to the Clerk so that a corrected copy may be issued to the Board and public prior to the meeting for Board approval. Under no circumstances may the minutes be changed following approval by the Board unless the Board authorizes such change.
- (C) The Clerk or designee will audio record all meetings. The Clerk will maintain custody of all recordings and Board members may obtain a copy of any recording. A Board member may request a full or partial meeting transcript if it can be produced with nominal staff time. If the transcript requires more than a nominal amount of staff time, the Clerk may produce the transcript only with Board approval. The Clerk is authorized to produce transcripts as required by law.

3.11 Public Hearings

The Board may hold public hearings on topics the Board may choose in addition to those that may be required by state law.

3.12 Committees

- (A) General.
- (1) The Board will appoint members to District committees by resolution. District committee members (other than Ex-Officio members) shall reside in the District. All District committee members are required to pass a background check consistent with established District operational policies

DISTRICT COMPILED POLICIES

prior to their appointment on a District committee. Neither District employees nor other persons having an existing and current contractual relationship with the District may serve on District committees as public members.

- (2) Board members will encourage broad participation on District committees by generally limiting the number of terms a member of the public may serve.
- (3) A member of the public may not serve on more than two District committees simultaneously and on more than one District advisory committee. A member of the public serving on two District committees may not act as chair of both simultaneously except relative to service on the District Budget Committee.
- (4) Board members may suggest persons for committee membership who have demonstrated interest and knowledge in the committee's area of responsibility. Generally, the District will give public notice of committee vacancies.
- (5) Prospective members of any committee are required to complete a Board approved application or statement of interest.
- (6) The Board may, in the exercise of its discretion, remove a member of the public from a District committee prior to the expiration of the term of office by resolution.
- (7) Committees must select a Chair and Secretary, determine their meeting schedules, and the rules for operation. Minutes of all meetings must be taken and retained by each committee Secretary and be distributed to each committee member, the Board and Manager.
- (8) All advisory committee meetings are "public meetings" under state law and subject to the requirements thereof.
- (9) Committees and their members have no authority to represent the District's official position on any matter absent express and explicit Board approval therefor.

(B) Standing Advisory Committees.

- (1) The Board determines both the number of and membership on standing advisory committees. Terms for standing advisory committee members will be for two or three years. The Board expects to create standing advisory committees for each major service area, as defined by the Board which will then make reports and recommendations to the Board.

DISTRICT COMPILED POLICIES

- (2) At the Manager's option, a staff liaison and/or resource person may be present at all committee meetings.
 - (3) Standing advisory committees must make reports and respond to questions from the Board generally once a year although the Board may require more frequent reports.
- (C) Ad Hoc Advisory Committees.
- (1) The Board may create ad hoc advisory committees to assess the needs of the District and recommend long-range goals, practices or priorities, the evaluation of existing program areas or facilities as well as other areas deemed necessary by the Board for such time as needed to accomplish an assigned purpose. The Board will provide each ad hoc advisory committee a written statement or charge regarding its assigned responsibilities.
 - (2) Ad hoc advisory committees may be discharged after presentation of their recommendations to the Board or at any other time at the sole discretion of the Board.

3.13 District Goals and Budget

- (A) Board. The Board will review and adopt District goals annually before preparation of the budget. The adopted goals will guide the budget's development. The Board may carry over or revise goals from one year to the next.

The goals and budget will be developed consistent with state law, contractual obligations with employees, vendors, contractors and the best interests of District residents.

- (B) Budget Committee.
- (1) The Budget Committee will consist of the Board and five members of the public appointed by the Board, each of whom will serve a three-year term.
 - (2) The Budget Committee will meet at least once a year to consider and approve the District's annual budget.
 - (3) The Budget Committee will provide public oversight of budget preparation, recommend changes to the proposed budget and provide information to the public about District business and operations.
- (C) Budget Preparation. District budget preparation steps will include the following:
- (1) Board adoption and approval of annual goals;

DISTRICT COMPILED POLICIES

- (2) Appointment of the Budget Officer;
- (3) Public comments, District budget priorities and existing allocations;
- (4) Development and distribution of budget materials to staff;
- (5) Staff development of budget requests and program proposals;
- (6) Staff submissions of budget work sheets;
- (7) Staff budget review process;
- (8) Manager budget message;
- (9) Publication of the budget notice;
- (10) Budget Committee meetings for considerations and approval of proposed budget;
- (11) Preparation of resolution for any required election;
- (12) Publication of notice of public hearing on the budget and budget summary;
- (13) Holding of any required election; and
- (14) Adoption of the budget by the Board.

3.14 Communication with Staff

- (A) The Board will respect the separation between policymaking (Board function) and administration (Manager function) by:
 - (1) Working with the staff as a team in the spirit of mutual respect and support;
 - (2) Except in a Board meeting, not attempting to influence a District employee or the Manager concerning personnel matters, purchasing issues, the award of contracts or the selection of consultants, the processing of permit applications or granting of licenses or permits. However, the sharing of ideas on these matters is appropriate;
 - (3) Limiting individual contact with District staff to the Manager so as not to influence staff decisions or recommendations, interfere with their work performance, undermine Manager authority or prevent the full Board from having the benefit of any information received. The Manager has the responsibility to determine the most effective way of responding to these requests; and

DISTRICT COMPILED POLICIES

- (4) Respecting roles and responsibilities of staff when and if expressing criticism in a public meeting or through public electronic mail (e-mail) messages.
- (B) All written informational material requested by Board members will be submitted by staff to the entire Board with a notation stating who requested the information.
- (C) The President should refer comments or questions regarding District personnel or administration to the Manager. The President may direct other questions to a Board member or the Manager as appropriate. Board members may also address questions directly to the Manager, who may answer the inquiry or ask a staff member to do so.

3.15 Legal Advice

Requests to General Counsel for advice requiring legal research may not be made by a Board member without the concurrence of the Board. Before requesting research or other action by General Counsel, Board members are encouraged to consider consulting with the Manager to determine if the request or action can be accomplished cost-effectively. Outside a Board meeting, a Board member should make requests of General Counsel through the Manager. Exceptions to this are issues related to the performance of the Manager and unique or sensitive personal, yet District business-related, requests.

3.16 Confidentiality

- (A) Board members will keep all written materials provided to them on matters of confidentiality under law in complete confidence to ensure that the District position is not compromised. No mention of the information read or heard should be made to anyone other than other Board members, the Manager or General Counsel.
- (B) If the Board meets in executive session, members should attempt to provide direction or consensus to staff on proposed terms and conditions for negotiations. All contact with other parties must be left to the designated staff or representatives handling the negotiations or litigation. Board members may not have any contact or discussion with any other party or its representative nor communicate any executive session discussion.
- (C) All public statements, information or media releases relating to a confidential matter will be handled by designated staff or a designated Board member.
- (D) Unless required by law, no Board member may make public the discussions or information obtained in executive session. The Board may censure a member disclosing a confidential matter or otherwise violating this policy.

3.17 Organizations and Media

DISTRICT COMPILED POLICIES

- (A) If the President or other Board member represents the District before another governmental agency, community organization or the media, the President or member should first state the Board position.
- (B) Board members should obtain permission before representing another member's view or position with the media.

3.18 Board Expenses and Compensation

- (A) Reimbursement. The Board will follow the same rules and procedures for reimbursement as District employees.
- (B) Compensation. Consistent with ORS 198.190(2016), Board members are limited to compensation of \$50 per "...day or portion thereof as compensation for services performed as a member of the [Board]." Members may decide to forego this compensation.

3.19 Ethics Commission Requirements and Reporting

- (A) Board members must review and observe the requirements of the State Ethics Law (ORS 244.010 to ORS 244.400) dealing with use of public office for private financial gain.
- (B) Board members must give public notice of any conflict of interest or potential conflict of interest and the notice will be reported in the meeting minutes. In addition to matters of financial interest, Board members will maintain the highest standards of ethical conduct and assure fair and equal treatment of all persons, claims and transactions coming before the Board.
- (C) The regulation of the receiving of gifts, honorariums, expense reimbursements and certain forms of income is governed by a set of laws which apply to public officials, as defined in ORS 244.020(13), and includes "an elected official, appointed official, employee, agent or otherwise, irrespective of whether the person is compensated for the services."

3.20 Professional Growth

- (A) The Manager will inform Board members of background, change and developments relating to park and recreation matters.
- (B) Board members and appropriate District staff are encouraged to attend annual conferences for appropriate professional organizations.
- (C) The Manager will inform Board members and appropriate District staff about other conferences, meetings and publications that may provide useful information.

DISTRICT COMPILED POLICIES

3.21 Public Records & Electronic Communications

- (A) Consistent with ORS 192.005 to 192.170 and OAR Chapter 166, Divisions 30 and 150, the District is required to retain and destroy a variety of public records, documents and materials.
- (B) The District will have records and information management operational policies and procedures in place administered by the Public Records Officer. These policies and procedures apply to all District officials, permanent and temporary employees, volunteers, contractors and consultants. It will assist in ensuring all relevant District records and information necessary for fulfilling operational, legal, regulatory and tax responsibilities are both accessible and retained for the appropriate period and then appropriately disposed of when their particular retention period has expired.
- (C) The use of privately owned email accounts or personal devices for sending and receiving District-related electronic messages is not recommended. However, if these resources are used for District-related purposes, the user must transfer all related messages to a District-owned system or network within 30 days and the user must realize that these private accounts and devices may be subject to discovery in the event of litigation, disclosure in a public records request and retention requirements.
- (D) Elected Officials. Oregon’s Public Meetings Law applies to all Oregon government entities and defines a “meeting” as the convening of a quorum of the governing body for an Oregon governmental entity “...in order to make a decision or to deliberate toward a decision on any matter.” (ORS 192.610(5)). A quorum can meet both in person (i.e., board meeting) or in any electronic forum. All records of conversations or discussions therein including paper records, electronic messages or transcripts of online chats are considered public records for the purposes of access and retention.
 - (1) Board members may send e-mail to other Board members with comments, suggestions or opinions relating to District business. E-mail exchanges between or among three Board members should be limited as much as possible as such communication could be considered a decision or deliberation toward a Board decision under Oregon Public Meetings Law.
 - (2) The Manager may e-mail information and staff recommendations regarding District business to Board members. Board members may send e-mail to the Manager regarding any District business.

3.22 Board Travel & Expenses Reimbursement

- (A) The term “traveler” or “authorized traveler” means an elected/appointed Board member traveling outside the District on official District business where the travel was authorized by either the General Manager, Board action or the Board President.

DISTRICT COMPILED POLICIES

“Authorized traveler” does not include the spouse, children, other relatives, friends or companions accompanying the authorized traveler on District business unless otherwise qualified by being a Board member.

- (B) Authorized travelers are entitled to reimbursement of expenditures incurred while traveling on official business for the District. Reimbursable expenses include expenses for transportation; lodging; meals; registration fees for conferences, conventions and seminars; and other actual and necessary expenses (including gratuities) related to the official business of the Board member as noted below. Under certain conditions, entertainment expenses may be eligible for reimbursement as allowed by Oregon Government Ethics Law.
- (C) The District’s preference is that transportation, lodging and conference/training registration be arranged using the General Manager’s Executive Assistant. If done in this fashion, travel arrangements will be deemed in compliance with this policy and can be made using a District Purchasing Card thereby reducing the traveler’s potential out-of-pocket expenses.
- (D) Authorized travelers should exercise good judgment so as to avoid unnecessary District expense. The traveler remains responsible for excess costs and additional travel expenses resulted from taking route(s) or adjusted timing for personal preference or convenience except where the route or timing reduces the District’s total cost for the travel.
- (E) Allowable travel expenses will be reimbursed only for the relevant travel dates authorized in order to conduct District business. Allowable travel expenses are noted as follows:
 - (1) Air Travel: all air travel must be booked for the lowest available fare in coach class. Class upgrades and itinerary changes not required to meet the business needs of the District, nor necessary due to an emergency situation, are the traveler’s financial responsibility.
 - (2) Rental Vehicle: rental vehicle costs are generally not reimbursable unless providing a more economical method than other ground transportation options or necessary due to other special situations. If used, rental vehicles must be in the economy/compact to mid-size range. Insurance for rental vehicles is not an allowable expense.
 - (3) Private Vehicle: reimbursement will be made for mileage incurred at the current rate as established by the Internal Revenue Code. Any traffic or parking infractions incurred will be the responsibility of the authorized traveler.
 - (4) Ground Transportation (taxis, shuttles, etc.): reimbursement will be made when use is necessary during travel, i.e., from airport to hotel and return.

DISTRICT COMPILED POLICIES

- (5) Rail: reimbursement will be made for coach or tourist class; however, long distance rail travel should be avoided due to time constraints and cost.
 - (6) Parking: parking meters, lot and garage fees will be reimbursed while on District business with receipt (or itemization if receipt is not available and under \$5). Airport parking for personal vehicles while on authorized travel should be in the most reasonably priced, available lot. Optional valet parking will not be reimbursed. Any parking infractions incurred will be the responsibility of the authorized traveler.
 - (7) Lodging: allowable costs of accommodations will be paid at the single rate, plus tax, unless shared with another authorized traveler. If possible, reservations should be secured and paid with a District Purchasing Card with final charges billed directly to the District prior to travel. If paid by the traveler, an itemized statement and receipt detailing the single rate must be submitted. If a discounted room rate is offered in conjunction with the travel purpose (designated conference hotel, a group rate arranged by the Executive Assistant, etc.) and the authorized traveler chooses accommodations other than the discounted room rate, reimbursement will be based on the discounted room rate unless the traveler's alternate accommodations are less than said discounted rate. Lodging will generally be allowable only for non-local travel and when the nature of the travel event would require travel status to occur outside normal working hours.
 - (8) Meals: travelers will be reimbursed for meals (and covered incidentals) based on the GSA Per Diem Rate for the destination area unless otherwise provided via conference/training supplier or paid for by another party. Tipping is included in the GSA Per Diem Rate under covered incidentals and not separately allowable.
 - (9) Conference/Training Expenses: fees for a professional conference or training program, such as registration fees and training materials, should be paid in advance with a District Purchasing card, when possible.
 - (10) Other Allowable Expenses: business telephone calls and faxes, office supplies and postage, and other necessary business expenses are reimbursable if documented with receipts. Internet access for reviewing and sending District email should be obtained through Wifi connection at the facility, if available. Wifi charges are allowable only if necessary for conducting District business. Hotel long distance charges for this purpose should be avoided.
- (F) Authorized travelers will be reimbursed for eligible expenses upon completion of travel within 10 business days of submittal of documentation of travel expenses. Expenses considered excessive by the General Manager will not be allowed and

DISTRICT COMPILED POLICIES

reimbursement will be limited to reasonable expenses. Claims of \$5 or more for travel expense reimbursement must be supported by the original, itemized paid receipt (i.e., copy of a credit card statement is not sufficient).

- (1) Certain expenses are generally considered personal and therefore non-reimbursable including: laundry; personal telephone calls, except to advise of a change of official travel plans; entertainment; clothing; personal sundries and services; transportation to entertainment or similar personal activities; room service costs; personal trip insurance; medical, dental or hospital services; alcoholic beverages and other intoxicants; tobacco products; fines and penalties; and dependent care.