

**NORTHERN INYO HEALTHCARE DISTRICT
POLICY AND PROCEDURE**

Title: Reimbursement of Expenses	
Scope: Board of Directors	Manual: BOD Policy Manual - Administration
Source: Board of Directors	Effective Date:

PURPOSE: Procedure for reimbursement of qualified expenses to NIHD Board of Directors.

POLICY:

1. If requested, the District shall reimburse NIHD Directors for necessary travel and incidental expenses incurred in the performance of official duties as Directors, subject to requirements of the NIHD Policy and Procedures and the law.

PROCEDURE:

1. The following types of occurrences qualify for reimbursement if attended in the performance of official duties as NIHD Director.
 - a. Training, workshops, seminars and conferences.
 - b. Educational workshops, seminars, and conference.
 - c. Meetings of local governmental entities and bodies.
 - d. Meetings of community or civic groups or other state or national organizations.
 - e. Any other activity approved by the BOD in advance of attendance.
2. Reimbursement for travel, meals, lodging, and other expenses shall be in accordance with the NIHD Travel and Reimbursement Policy.
3. Request for reimbursement shall include receipts for all expenses for which reimbursement is requested.

REFERENCES:

- 1.

CROSS REFERENCE P&P:

1. NIHD Travel and Reimbursement Policy and Procedure

Approval	Date
Board of Directors	4/18/18
Last Board of Directors Review	8/19/20

Developed: March 26, 2018

Reviewed:

Revised:

Supersedes:

Index Listings: