



**NORTHERN INYO HEALTHCARE DISTRICT
NON-CLINICAL POLICY AND PROCEDURE**

Title: Reimbursement of Expenses		
Owner: Board Clerk and CFO Assistant	Department: Administration	
Scope: Board of Directors		
Date Last Modified: 06/25/2024	Last Review Date: 06/25/2024	Version: 3
Final Approval by: NIHD Board of Directors	Original Approval Date: 04/18/2018	

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

POLICY:

1. If requested, the District shall reimburse NIHD Board of 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.
4. Board Clerk will assist all Directors with request for reimbursement of travel expenses documentation requirements, correct forms or web links.

REFERENCES:

1. IRS Mileage: www.IRS.GOV, search current IRS mileage rate.

RECORD RETENTION AND DESTRUCTION:

Payment record based on invoices, including expense logs, will be maintained for ten (10) years.

CROSS REFERENCE POLICIES AND PROCEDURES:

1. Reimbursement of Expenses
2. Travel between District Locations

Supersedes: v.2 Reimbursement of Expenses
