

SECTION XVI: REIMBURSABLE EXPENSES

1. GENERAL POLICY. With prior approval, legitimate expenses will be reimbursed by Cottonwood Heights Parks and Recreation Service Area to the employee. Receipts should be required to reimburse the employee. Reimbursement may be in the form of petty cash, or a separate check. Records must be kept reflecting the amount of reimbursement each employee has received.
2. TRAINING AND CONFERENCES.
 - A. Requests to attend training seminars, conferences, or briefings should be in writing and submitted at least four weeks in advance, stating the nature, place, time and length of the conference, date of departure, return, and estimated expenses.
 - B. A written evaluation of the conference should be filed with the Director or designee within seven working days after completion of the conference, etc.
 - C. If required by Cottonwood Heights Parks and Recreation Service Area to attend training seminars, conferences, briefings, or gather information, an employee will be compensated, in addition to paying any tuition or fees, at the rate of one and one-half (1 ½) times their regular work day pay if hours worked exceed forty (40) hours in that week.
3. TRAVEL POLICY.
 - A. All travel outside of the Cottonwood Heights Parks and Recreation Service Area limits during Cottonwood Heights Parks and Recreation Service Area work hours shall be authorized by the Director or designate. A log of all such travel exceeding a thirty (30) mile radius of Cottonwood Heights Parks and Recreation Service Area shall be kept. This log shall include the reason for the trip, the time the employee departed, and the time the employee returned, and vehicle used.
 - B. Travel for legitimate Cottonwood Heights Parks and Recreation Service Area purposes in Cottonwood Heights Parks and Recreation Service Area vehicles may be authorized when the use of the vehicle does not detract from the operational needs of Cottonwood Heights Parks and Recreation Service Area . Overnight use of Cottonwood Heights Parks and Recreation Service Area vehicles for travel purposes shall be authorized by the Director or designate.
 - C. If travel is outside the range of service of Cottonwood Heights Parks and Recreation Service Area's repair shop, travel costs in conjunction with the use of Cottonwood Heights Parks and Recreation Service Area vehicles shall be paid by the employee with receipts being kept for reimbursements.

- D. All hotels or other sleeping accommodations and airplane or other travel accommodations shall be arranged in advance for overnight trips and approved by the Director or designate prior to purchasing tickets or renting rooms. This includes travel using frequent flyer miles accrued when using Service Area credit cards. Payment in advance is preferred. If not possible, Cottonwood Heights Parks and Recreation Service Area shall reimburse to the employee the cash amount of the cost of such sleeping and travel accommodations after receiving the appropriate receipts to verify that the employee has expended their own money for such purposes. Failure to produce a receipt in such circumstances will necessitate the withholding of reimbursement. Receipts for hotel accommodations shall be turned into Cottonwood Heights Parks and Recreation Service Area by the employee as a verification of attendance no matter what the form of payment.
- E. Use of an employee's personal vehicle may be authorized when circumstances warrant. The employee shall keep track of the mileage associated with the approved travel and submit a request for reimbursement to the Director or designate based upon this record. The mileage rate will be consistent with the established rate used by the General Services Administration. Cottonwood Heights Parks and Recreation Service Area will reimburse the lesser of (1) mileage computed using GSA regulations or (2) the round trip air fare computed using the lowest reasonable airfare to the destination.
- (1) Mileage is allowed for only one person in the vehicle.
 - (2) Mileage shall not include any miles incurred driving to and from work for regular scheduled hours.
 - (3) Mileage for the month should be turned in to the Accounts Payable Clerk by the 5th of the following month for payment on the 10th.
- F. The Director's car allowance will be determined by the Board, per written agreement.
- G. All registration fees, etc. will be paid in advance by check. If this is not possible, the employee will be reimbursed for their own expenditure for registration fees, etc. after presentation of a valid receipt in conjunction with previously authorized travel and attendance at the conference or function.
- H. The maximum daily allowance of per diem for Cottonwood Heights Parks and Recreation Service Area employees engaged in travel on the Cottonwood Heights Parks and Recreation Service Area's behalf shall equal the amount identified by the U.S. General Services Administration, Office of Governmental Policy

- (<http://policyworks.gov/org/main/mt.homepage/mtt/perdiem/perd03.html>).
- I. Hotel/motel reimbursement for travel authorized by Cottonwood Heights Parks and Recreation Service Area shall not exceed either
- (1) the cost of a single room at an authorized conference or training location;
- or
- (2) the amount allowed for the area identified by the U.S. General Services Administration, Office of Governmental Policy. Hotel receipts or conference documents are required for reimbursement or advance payment.
- J. Travel that requires less than a full day shall be compensated by the following specific per diem allowances and based on time of departure and return:
- (1) Breakfast: \$6.00 maximum (if departure is earlier than 6:00 a.m.).
 - (2) Lunch: \$8.00 maximum (if departure is earlier than 8 a.m. and return is prior to 6:00 p.m.).
 - (3) Dinner: \$14.00 maximum (if departure is earlier than 8 a.m. and return is later than 6:00 p.m..)
 - (4) The Service Area will reimburse parking expenses with receipts.
 - (5) These amounts may be either advanced after submission and approval of travel request, or reimbursed after presentation of receipts.
- K. Definition of compensable hours worked for travel for principal activities performed for the employer's benefit and at his/her special request to meet the needs of the particular and unusual assignment. (Department of Labor, Code of Federal Regulations, Wage and Hour Division)
- (1) Special One Day Assignment: Time spent by an employee in travel as part of his/her principal activity and performed for the employer's benefit and at his/her special request, must be counted as hours worked. Where an employee is required to report at a meeting place to receive instructions or to perform other work there, the travel from the designated place to the work place is part of the day's work, and must be counted as hours worked regardless of contract, custom, or practice. Normal home to work and return time may be deducted from the travel time. Regular meal period time is not counted.

- (2) Travel away from home: Compensable hours are hours worked when it takes place during your employee's regularly scheduled hours of work. The time is not only hours worked on regular working days during normal working hours but also during the corresponding hours on nonworking days. Thus, if an employee regularly works from 9 a.m. to 5 p.m. from Monday through Friday the travel time during these hours is work time on Saturday and Sunday as well as on the other days. Regular meal period time is not counted.
 - a. Time spent in travel away from home outside of the employee's regularly scheduled hours of work as a passenger on an airplane, train, boat, bus, or automobile could be considered as hours worked, depending on the circumstances.
- (3) If an employee is offered public transportation but requests permission to drive his car instead, the employer may count as hours worked either the time spent driving the car or the time he would have had to count as hours worked during working hours if the employee had used the public conveyance.
- (4) Any work which an employee is required to perform while traveling must be counted as hours worked. An employee who drives or an employee who is required to ride therein as an assistant or helper, is working while riding, except during meal periods or when he is permitted to sleep in adequate facilities furnished by the employer.
 - a. If the employee is driving while traveling outside of the employee's regular hours of work, the travel time could be considered hours worked, depending on the circumstances.

4. CELL PHONE REIMBURSEMENT.

- A. An amount of \$30.00 per month will be reimbursed to benefitted employee positions that are administratively required to be available, via cell phone, in the event of an unforeseen situation which requires their immediate attention. These eligible positions are determined by the Service Area Director.
- (1) A bi-weekly reimbursable payroll amount of \$13.85 will be issued to these eligible positions.

APPROVED AND PASSED THIS _____ DAY OF _____, 20__

COTTONWOOD HEIGHTS
PARKS AND RECREATION SERVICE AREA

By: _____

Ben Hill, Director

BOARD OF TRUSTEES

By: _____

Debbie Tyler, Chairperson