

## **CHAPTER 2 – COMPENSATION PRACTICES**

### **2.6 TRAVEL EXPENSE POLICY**

Employees of Riverside Cemetery District are occasionally required to attend functions out of the area, and are expected to pay their own expenses with their own money or by credit card. They must submit receipts which itemize the expenses in order to be reimbursed for these expenses. All meals, lodging and travel expenses must be approved by the Riverside Cemetery District Board of Trustees. Employees shall be reimbursed for tuition or registration fees for approved educational classes, seminars, meetings, workshops or conferences. A voucher and attached original receipts must be submitted to the Office Manager and approved by the Board of Trustees. Employees will be reimbursed for reasonable costs of meals outside the boundaries of Park County not to exceed \$45.00 per day, and again a voucher and attached original receipt must be submitted.