

HAYS TRINITY GROUNDWATER CONSERVATION DISTRICT

TRAVEL POLICY

Approved 11/18/2013

SECTION 1: PURPOSE

The District *Travel Policy* is designed to 1) establish clear and uniform policies for official District travel costs reimbursement; 2) clearly identify travel expenses eligible for reimbursement by the District; and, 3) serve as a guide for the accounting and proper reporting of travel-related expenses.

Events which are considered District business include seminars, training, meetings, field trips, conferences, educational events, exhibitions, expositions, and any other groundwater related events.

SECTION 2: RESPONSIBILITIES

District Representative (Employee, Board Member or Authorized Agent)

The traveling representative is responsible for being conservative and prudent to maximize economy and efficiency when incurring expenses while traveling on District business. The traveling representative is responsible for following the District *Travel Policy* while involved in any event related to District travel and reimbursement. Representative shall consult with the General Manager when in doubt of the policy.

General Manager

The General Manager is responsible for: 1) requesting approval from the Board for all out-of-state travel; 2) informing the Board on all travel; 3) approving travel expenditures submitted for reimbursement; 4) authorizing payment of a per diem if appropriate; and, 5) appointing or approving District Representatives.

The General Manager has the discretion to: 1) approve local and out-of-town travel within the state; 2) purchase or authorize purchase of event related materials; 3) authorize travel cash advances; and, 4) purchase or authorize the purchase of food and non-alcoholic beverages within budget constraints.

SECTION 3: REIMBURSEMENT

Reimbursement will be based on a properly completed and approved *Travel Expense* form.

SECTION 4: LIABILITIES

The District will not be responsible for any District Representative's incidental personal belongings while traveling on District business; any fines or tickets resulting of their own doing or personal account; personal purchases; any loss of funds provided by the District for travel expenses; and for the expenses of their accompanying spouse, child, or any companion who is not employed by the District nor on the Board.

SECTION 5: FORMS

Travel Expense Form

All eligible travel expenses should be recorded on a completed *Travel Expense* form, and submitted with supporting receipts to the General Manager as soon as possible after the trip is completed. Requests for expense reimbursement that are older than two months, absent extreme circumstances, will not be reimbursed.