

RESOLUTION NO. 94 - 27

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TWENTYNINE PALMS
WATER DISTRICT ADOPTING EXPENSE REIMBURSEMENT
POLICY AND PROCEDURES**

WHEREAS, the Expense Reimbursement Policy and Procedure will provide compliance with Government Code Section(s) 53065.5 and 82048.5 Mandated Public Disclosure of Reimbursed Expenses; and

WHEREAS, the Expense Reimbursement Policy will establish public disclosure and reporting procedures and will be applicable to all District employees and Directors; and

WHEREAS, the Twentynine Palms Water District will report, as part of the monthly "*Approval of Warrants*", reimbursements of expenses to employees and Directors, incurred in the performance of his or her duties. The disclosure shall include the individual's name, a brief description of the purpose of the reimbursement, a clear description of each item reimbursed and the amount of each item reimbursed.

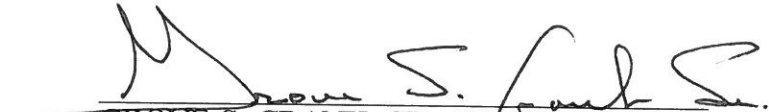
NOW, THEREFORE, BE IT RESOLVED, all employees and Directors shall be reimbursed for all expenses incurred on behalf of the District by providing adequate documentation of the expense(s) incurred. Adequate documentation shall include any and all receipts, invoices, credit card receipts, odometer readings or any other valid document which would normally be received for the type of expense incurred;

RESOLVED FURTHER that the individual will remit, with the approval of their immediate supervisor, a completed District expense reimbursement claim form. A District expense reimbursement claim form is available in the District copy room or from the employee's supervisor;


RESOLVED FURTHER that all expense reimbursement forms submitted to the Finance Department will be processed in the next regularly scheduled accounts payable processing cycle.

PASSED, APPROVED AND ADOPTED this 16th day of November, 1994.

AYES: Directors Anthony, Cisneros, Crank, Fultz, Kaiser
NOES: None
ABSTAIN: None
ABSENT: None



GROVE S. CRANK, SR., PRESIDENT
BOARD OF DIRECTORS
TWENTYNINE PALMS WATER DISTRICT



CHARLES W. CRON, DISTRICT SECRETARY
BOARD OF DIRECTORS
TWENTYNINE PALMS WATER DISTRICT