

HIGH SIERRA PROPERTY OWNERS ASSOCIATION

TRAVEL & EXPENSE REIMBURSEMENT POLICY

The purpose of the travel and expense reimbursement policy is to provide for organized, documentable reimbursement of reasonable travel and/or miscellaneous expenses when undertaking official business on behalf of the Association wherein the member advances the cost.

Should a member of the Association desire to be reimbursed, the following rules/procedures shall apply:

- 1) Whenever possible, member shall acquire authorization from at least one board member in advance of incurring expense. Should the requesting party be a board member, he/she shall not count as the board member. "Acquire" in this context shall mean by personal contact or phone call or email.
- 2) Should circumstances arise that the member can't receive authorization in advance of the incurring said expense, he/she shall provide written, detailed documentation as to the reason for undertaking travel and/or expenditure on behalf of the Association.
- 3) Whether authorization is received in advance or not, the member shall complete a "Travel & Expense Reimbursement Claim" attached herewith as Exhibit A. The approving board member's name shall be included in the space provided.
- 4) A receipt(s) shall accompany the Travel & Expense Reimbursement Claim unless it is a mileage reimbursement request.
- 5) In the case of using personal vehicle for travel on authorized Association business, the requesting member shall be reimbursed at the IRS mileage rate in place at the time of the travel. A Travel & Expense Reimbursement Claim shall be completed for mileage reimbursement request.
- 6) It shall be given that mileage from the Meadow to either North Fork or Bass Lake shall be set at forty (40) miles one-way.
- 7) It shall be given that mileage from the Meadow to Wagner's Store shall be set at ten (10) miles one-way.
- 8) Member requesting mileage reimbursement shall either provide odometer reading for the travel or the beginning and ending addresses so that the mileage may be determined by mapquest or similar internet service.
- 9) Travel & Expense Reimbursement Claim forms shall be made available at the Kiosk at the main gate and on the High Sierra Meadow's website.
- 10) Travel & Expense Reimbursement Claim shall be submitted to the Treasurer by personal delivery at the Meadow or by mailing to the following address:

Mike Compton
246 Ginger Lane
Paso Robles, CA 93446

TRAVEL & EXPENSE REIMBURSEMENT CLAIM FORM

High Sierra Property Owners Association

Name: _____ Date: _____ Total Cost Claimed: \$ _____

Explanation/Description: _____

Total Mileage: _____ Mileage Rate: \$0.565

Or

Beginning Address: _____

Ending Address: _____

Or Attach mapquest printout indicating total one way mileage (multiply times 2)

Signed: _____ Mailing Address: _____

Please attach receipts if applicable and mail to:

Mike Compton
246 Ginger Lane
Paso Robles, CA 93446

Board member contacted