REDBUD HEALTH CARE DISTRICT PROCEDURE

Title: Expenses Reimbursement

1.0   Purpose

To define the requirements for reimbursement of reasonable and legitimate expenses incurred by Redbud Health Care District personnel while acting for the District.

This procedure is based upon information in the District Bylaws and Local Health Care District Law.

2.0   Types of Expenses Reimbursed

2.1   Expenses incurred while attending professional meetings, seminars and other meetings will be reimbursed in full. The meeting must be related to District activities and must have the prior approval of the Board of Directors.

Expenses to be reimbursed include meals, lodging, travel, parking, tolls, etc.

2.2   Automobile travel for District business, including attending District meetings will be reimbursed at the current business mileage rate as established by the Federal Government.

2.3   Expenses incurred for the District but paid for with personal funds will be reimbursed if a receipt is submitted. The receipt must show the business name, item, cost and date.

3.0   Reporting Requirements

3.1   Expenses incurred for meetings related to District activities must be reported on the "RHCD Business Expense Report" form, Figure 1. All receipts for meals, lodging, travel, parking, etc., must be attached to the expense report.

3.2   Automobile travel expenses for District business (other than that reported in Section 3.1) must be reported on the "RHCD Automobile Mileage Expense Report" form, Figure 2.

Approved by_____
                President, Board of Directors

Date _____

Figure 1

REDBUD HEALTH CARE DISTRICT
BUSINESS EXPENSE REPORT

Name: _____ **Date Submitted:** _____

Business Purpose: _____

Date & Place: _____

Name and Business Relationship of those Attending: _____

_____

DATE	PLACE	DESCRIPTION	TRAVEL	MEALS	LODGING	OTHER	TOTAL
		TOTAL EXPENSES					

Date Reimbursement Made: _____

Check Number: _____

Figure 2
Redbud Health Care District
Automobile Mileage Expense Report

Name: _____

Date: _____

	DATE	TO	OW/R	PURPOSE	MILES	AT CURRENT RATE
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45	AMOUNT					