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# Lake County Vector Control District

## POLICY HANDBOOK

**POLICY TITLE:** Expenditure Reimbursement  
**POLICY NUMBER:** 4025

**4025.1 Purpose.** The purpose of this policy is to prescribe the manner in which District employees and trustees may be reimbursed for expenditures related to District business.

**4025.2 Scope.** This policy applies to all employees and members of the Board of Trustees and is intended to result in no personal gain or loss to an employee or trustee.

**4025.3 Implementation.** Whenever District employees or trustees desire to be reimbursed for out-of-pocket expenses for item(s) or service(s) appropriately relating to District business, they shall submit their requests on a reimbursement form approved by the District Manager. Included on the reimbursement form will be an explanation of the District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached.

**4025.3.1** The Office Manager or the District Manager will review and approve reimbursement requests. Reimbursement requests by the Office Manager will be reviewed and approved by the District Manager. Reimbursement requests by the District Manager will be reviewed and approved by the Office Manager.

**4025.3.2** All expenses must be reasonable and necessary, and employees and trustees are encouraged to exercise prudence in all expenditures.