

North Orange County Regional Occupational Program

Administrative Regulation

ROP AR 4133(a)

4233

All Personnel

4333

EXPENSE REIMBURSEMENTS

When official travel by personally-owned vehicles has been authorized, mileage payment shall be made at the current IRS mileage rate.

When attendance at conferences, educational meetings, or for other ROP approved events is authorized by the Board, all personnel shall be reimbursed for expenses as follows:

1. Coach airfare or equivalent in mileage at the current IRS mileage rate to and from meeting site, plus charges for public transportation as required;
2. Fees and registration as required for participation at meetings;
3. Hotel or motel at single room rate;
4. Reasonable expenses for meals up to a maximum of \$50 per day including tips, based on the following guidelines:
 - a. \$10 Breakfast
 - b. \$15 Lunch
 - c. \$25 Dinner
5. Expenses, as follows:
 - a. Fees for parking when convenient and appropriate public parking is not available.
 - b. Actual and reasonable expenses for tips.
 - c. Costs of telephone calls that are related to ROP business.

Reimbursements cannot be made for personal services, such as laundry, dry cleaning and personal telephone calls.

The Superintendent may authorize the payment of actual and necessary expenses of any personnel for travel expenses incurred in the performance of services for the ROP, provided that the funds expended shall not exceed the amount budgeted for such purposes by the Board. The Superintendent is also authorized to advance funds to cover such necessary expenses.

February 16, 2005 Revised
August 22, 2001