FRONT RANGE PASSENGER RAIL

ADOPTED APRIL 26, 2024

FRONT RANGE PASSENGER RAIL DISTRICT DIRECTOR REIMBURSEMENT PROCEDURE

OVERVIEW

The Front Range Passenger Rail District (District) Director Reimbursement Procedure sets limits on expenses and allowable reimbursements, while solidifying the criteria and reimbursement process for expenses incurred as part of District activities. Board Directors are eligible for reimbursement for reasonable expenses incurred through official District business, i.e. for Board meetings, workshops, and retreats. These funds are not intended to be used for special projects or initiatives undertaken by individual Directors.

It is anticipated that this policy will be updated in the future, most notably after a successful ballot initiative.

ELIGIBLE EXPENSES

Eligible Director reimbursements:

1. Meals up to $30/day, if the District is not providing a meal at an in-person Board meeting, workshop, or retreat.
2. Mileage for travel to and from Board meetings, workshops, or retreats. Mileage will be reimbursed at the U.S. Internal Revenue Service rate. General Services Administration (GSA) rate.
3. Lodging for multi-day Board events (i.e. annual retreat). Lodging will be reimbursed at the U.S. General Services Administration (GSA) rate. GSA rates are determined by the county where the hotel is located, not the county of the Directors' residence.

Non-eligible Director reimbursements:

1. Alcohol
2. Internet
3. Conference fees
4. Lodging for non-local District meetings
5. Flights for conferences or non-local District meetings
6. Cellphone plans
4. Meals over $30/day

REIMBURSEMENT PROCESS

1. Enter all expenses into the expense report.
2. Submit the expense report and receipts within 30 days of purchase to Board@frprdistrict.com.
3. Following the General Manager's review, expenses submitted to the accountant for reimbursement.
4. Reimbursements are processed on the 1st and 15th of each month. Reimbursemens will be paid through direct deposit.