



# Byron-Brentwood-Knightsen Union Cemetery District

## Travel Milage and Reimbursements Policy

Approved by the Byron-Brentwood-Knightsen Union Cemetery District Board of Trustees  
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**BACKGROUND**

Union Cemetery was established on November 1, 1878, when four acres were donated for a cemetery. Prior to that, burials occurred on family property or at a cemetery located at State Route 4 and Marsh Creek Road. However, this area was prone to flooding. The later moving of remains from these areas to the cemetery’s current site explains why some markers are dated earlier than the founding date.

**MISSION STATEMENT**

To provide efficient and dignified interment services, year-round maintenance, and preservation of interment plots. The cemetery is administered under the guidance of the Byron-Brentwood-Knightsen Union Cemetery District Board of Trustees and according to the laws and ordinances of the State of California and Contra Costa County. Our goal is to maintain the cemetery and its neat appearance and keep it a source of community pride.

## **POLICY**

BBKUCD recognizes the necessity for its employees to travel to conduct business, training, or attend meetings. In response to clarify what is the Districts responsibility and what is not, we are providing guidelines to its employees.

1. The District Manager shall pre-approve any travel, milage and / or reimbursement expenses whenever possible.
2. The request should be made in writing, dated and signed by the parties making such a request.
3. The District Manager shall have the authority to approve or deny any request made.
4. Whenever feasible, requests should include cost of transportation, hotel, meals, vehicle rental, parking and incidentals.
5. If the person wants to travel by his/her personal vehicle they must receive pre-approval by the District Manager.
6. Employees who qualify for overtime will be paid for the actual hours while in attendance of the class or meeting. For attendance at conferences, overtime will be a maximum of 8 hours per day unless the actual hours exceed those hours and will be paid on an hour- for- hour basis.
7. On days for traveling employees will be paid for actual travel time outside of their normal work hours. If flying this will include 1 and 1/2 hours on either side of their flight time for a total of 3 hours.
8. The exception for this is if the employee decides to use his or her own vehicle instead of using air travel. The overtime will be compensated for the equivalent of air travel time plus 3 hours.
9. On meetings that start before 9 am the District will allow the employee to travel the night before if the distance is greater than 200 miles or it is in an with high traffic times.
10. If there are any questions about what is covered make sure to ask and get approval prior to incurring the expense.
11. Reimbursement for traveling by personal vehicle will be at the standard IRS mileage rate.
12. Per Diem - \$90.00 per day for meals for one-day travel or more. For less than one day travel, meal expense compensation shall be \$20.00 for breakfast \$25.00 lunch, \$30.00 for dinner and \$10.00 incidentals. This per diem shall not include the purchase of alcohol beverages.
13. All travel and lodging arrangements should be made through the Cemetery Services Coordinator or District Manager.
14. A request for use of the District's credit card should be confirmed through the District Manager to the Cemetery Services Coordinator.