

Section	100 Personnel
Title	Reimbursement
Code	107
Status	Active
Adopted	

Authority

The Palmerton Memorial Park Association shall reimburse management and seasonal employees for the actual and necessary expenses, including travel expenses, they incur in the course of performing services for the association, in accordance with Board policy.

Delegation of Responsibility

The validity of payments for job related expenses for all association employees shall be determined by the employee's immediate supervisor.

The immediate supervisor shall report all reimbursed expenses for travel outside defined area by employees on a timely basis.

Guidelines

Travel

If travel is required, association employee should first attempt to secure the association's vehicle for job-related travel, including conferences and trainings. If the vehicle is unavailable, then the use of a personal vehicle shall be considered a legitimate job expense if travel is for the purpose of securing supplies needed for the daily operations of the pool or traveling to a conference or training.

Use of a personal vehicle for approved purposes is reimbursable at the rate per mile according to the Federal IRS Standard Mileage Rate.

Travel shall be by the most direct and economical route.

Actual and necessary expenses incurred when attending functions outside the pool facility shall be reimbursed to the general manager or assistant manager if approval has been obtained in advance from the Board.

The general manager or assistant manager attending such an event will be reimbursed for meals using the US General Services Administration (GSA) domestic travel per diem rates for meals and incidental expenses based on geographical area.

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

In all instances of travel and job-related expense reimbursement, full itemization with receipts attached shall be required and submitted with association approved "Request for Business Expense Reimbursement" form.

In some cases, such as the booking of a hotel room for overnight accommodation, preference will be made to utilizing the association credit card for payment.

Other expenses

Clearances

All employees will be reimbursed for the securing of all required clearances upon each of the following:

- Such clearances came back satisfactorily allowing for hiring
- Employee completed a full season of employment as deemed appropriate by the general manager

Lifeguard Certification Training

All employees hired as lifeguards will be reimbursed the full cost for securing their initial certification if each of the following are true:

- Certification was acquired within the 9-months immediately preceding employment
- Employee completed a full season of employment as deemed appropriate by the general manager
- Proof of payment is provided when certified outside of the association

All employees hired as lifeguards will be reimbursed the full cost for securing their re-certification if each of the following are true:

- Re-certification was acquired through Association
- Employee completed one full month of employment as deemed appropriate by the general manager