

Board of Trustees Policy

Subject: Employee Expense Accounts			Policy No: 402
Original Issue: 01/20/2020	Last Revised: 01/20/2020	Last Reviewed: 01/20/2020	Page 1 of 2

I. OBJECTIVE

To provide guidance and limits for travel and entertainment related business expenses incurred by employee travelers of 4 Rivers Electric Cooperative, Inc. (Cooperative).

II. POLICY

- A. The General Manager / Chief Executive Officer (CEO) shall develop processes and procedures for the proper purchase, reporting, and reimbursement of legitimate and valid travel expenditures for employees.
- B. Expenses which are personal in nature shall not be reimbursed. Personal expenses include, but are not limited to, the following items, which are listed for the purpose of providing examples of the types of personal expenses that will not be reimbursed, such as:
 - 1. Beauticians, barbers, manicurists, masseuses, etc.
 - 2. Special room service i.e. in room movies
 - 3. Babysitting fees, house sitting fees, or pet boarding fees
 - 4. Expenses incurred while extending a business trip for personal reasons
 - 5. Entertainment not specifically for Cooperative business
 - 6. Non-Compulsory travel and rental car insurance coverage
 - 7. Personal amusement on flights, including reading materials and in-flight movies
- C. Employees using a Cooperative issued credit card must not use the card for nonbusiness-related expenses. Any personal charges must be reimbursed by the employee to the Cooperative as soon as reasonably possible.
- D. Frequent flyer miles and other travel points shall remain with the employee and may be used for subsequent personal use.

III. REPORTS

- A. The CEO expense report will be submitted to the Board of Directors for review and approval.
- B. Any expense account report may be requested for review by the Board of Trustees; however, expense account reports shall not be public information and shall not be given to others outside of the Board of Trustees.

4 RIVERS ELECTRIC COOPERATIVE, INC.
LEBO, KANSAS

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IV. RESPONSIBILITY

The CEO shall be responsible for the administration of this policy.

01/20/2020
Date

/s/ A. Eugene Huston
Board of Trustees, Secretary