

NEW YORK CITY WATER BOARD

POLICY ON REIMBURSEMENTS TO MEMBERS, OFFICERS AND ADMINISTRATIVE STAFF PERSONS FOR OUT-OF-POCKET EXPENSES

The Board shall reimburse Members, Officers and administrative staff persons for all out-of-pocket expenses related to and incurred while conducting official business. Requests for all reimbursements must be submitted to the Board's Treasurer using such reimbursement forms as the Treasurer may prescribe and must include the following:

- i. proof of expenditure;
- ii. reason for expenditure; and
- iii. in the case of administrative staff persons, written approval of the Treasurer or a supervisor.

All expenditures over \$250 must be approved in advance by the Chair or Executive Director in the case of expenditures by a Member or Officer, or by the Treasurer in the case of expenditures by an administrative staff person. Requests for reimbursements for travel-related expenditures are covered separately in the Board's Policy on Travel Allowance Policy.

If an Officer or administrative staff member of the Board is an employee of the City of New York, any reimbursement is further subject to the conditions and limitations contained in Comptroller's Directive No. 6. In the event of any conflict between this policy and said Directive, the latter shall control in terms of whether, and to what extent, a reimbursement may be made.