

# HMONG CULTURAL CENTER EMPLOYEE HANDBOOK

## Section 17: Expense Reimbursements EXPENSE REIMBURSEMENTS

### Mileage

When it is necessary for employees to use their own automobile for Hmong Cultural Center business, they may be reimbursed at a rate set annually by the Board if sufficient grant funds are available.

Mileage reimbursement must receive advance approval from the Executive Director. Employees who use privately owned automobiles for Hmong Cultural Center business are responsible for complying with state laws for personal liability insurance protection. Under no circumstances will Hmong Cultural Center pay for tickets (speeding, parking, inattentive/reckless driving, etc.), fees charged to retrieve key locked in cars, or for other costs related to a personal automobile.

The mileage reimbursement policy is applicable to HCC board members if they represent HCC at an event with prior board approval.

### Travel

Employees may request and receive, upon approval from the Executive Director, a reasonable per diem, in advance to help defray costs while on an approved assignment for Hmong Cultural Center outside of the seven (7) counties metro area. Per Diem is expected to cover home to airport, local transportation, meals, and other miscellaneous expenses. Alcohol and entertainment are not reimbursable expenses. Receipts must be retained and presented to the Executive Director for approval upon return from travel status. If receipts are not retained, the employee may be responsible for

those expenditures. Any amount of per diem which is unused or expended for unallowable purposes must be reimbursed to Hmong Cultural Center. Any amount spent in excess for allowable purposes will be reimbursed to the employee. Hotel room expense and city-to-city transportation will be paid by Hmong Cultural Center. Expenses of individuals other than the employee who accompany the employee on the travel assignment will not be reimbursed. When attending a conference within the seven (7) counties metro area, where lunch is not provided, an employee may request and receive a lunch allowance at a rate determined annually by the Executive Director, with prior approval from the Executive Director.

The travel reimbursement policy is not applicable to HCC board members.

### Professional Dues

Hmong Cultural Center will not pay for dues and fees where Society or Club membership is not for the purpose of officially representing Hmong Cultural Center. Other clubs or professional memberships may be paid if they are job essential and approved in advance by the Executive Director.

The professional dues reimbursement policy is not applicable to HCC board members.

### Conference Registration Fees

Hmong Cultural Center will pay for registration and fees if the conference is relevant to the employee's current job, attendance is Hmong Cultural Center Business, and the Executive Director has given prior approval.

The conference registration reimbursement policy is applicable to HCC board members if they represent HCC at a conference with prior board approval.

## Education

Fees and tuition for educational purposes may be paid or reimbursed only if:

It is determined by the Executive Director that the employee needs the continuing education in order to maintain or improve proficiency in their current job; or Hmong Cultural Center, or applicable professional, or licensing group as a condition for retention requires the education. Educational expenses, unless otherwise approved by Hmong Cultural Center will not be paid or reimbursed if the education is necessary for the employee to meet the minimum educational requirement for their current position; or qualify for a new job.

The education reimbursement policy is not applicable to HCC board members.

## Luncheon/Dinner

Costs for luncheon/dinner meetings will be paid or reimbursed if the meeting is Hmong Cultural Center business and the Executive Director has given prior approval.

The Luncheon/Dinner reimbursement policy is not applicable to HCC board members.

Revisions approved by HCC Board 6.06.18