

LA PLATA ELECTRIC ASSOCIATION, INC.
DURANGO, COLORADO

Board of Directors Policy

Subject: Employee Expense Accounts			Policy No: 401
Original Issue: 4/20/94	Last Revised: 11/16/16	Last Reviewed: 11/16/16	Page 1 of 1

I. OBJECTIVE

To ensure uniformity and fairness in expense accounts administration for all personnel of La Plata Electric Association, Inc. (Cooperative).

II. POLICY

- A. The 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 items such as:
1. Beauticians, barbers, manicurist, masseuse, etc.
 2. Special room service i.e. in room movies
 3. Babysitting fees, house sitting fees, or pet board
 4. Entertainment not specifically for Cooperative business
 5. Alcoholic beverages
- C. The Finance and Accounting Department shall verify that all expense reimbursements and travel expenditures follow policies, procedures, and IRS regulations.

III. REPORTS

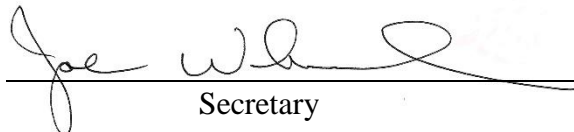
- A. The CEO expense report will be submitted to the Board of Directors for approval.
- B. Any expense account report may be requested for review by the Board of Directors; however, expense account reports shall not be public information and shall not be given to others outside of the Board of Directors.

IV. RESPONSIBILITY

The CEO is responsible for administration of this policy.

11/16/2016

Date


Secretary