

4/24/2025 PERSONNEL POLICY MANUAL PROPOSED UPDATE: Page 13 of the manual includes the 'Per Diem' Section under Travel & Expenses. The proposal is to increase the radius to 90 miles (see highlights below).

TRAVEL AND EXPENSES

Business expenses will be reimbursed upon presentation and approval of an itemized expense report. Employees may receive an expense advance up to \$200 as authorized by the supervisor or Lumberjack treasurer. Reimbursement rates will be those currently approved by Lumberjack (either expense supported by receipts or daily per diem). Travel Status" is defined as working and staying for more than one day, more than 60 miles from the employee's office (or residence in the case where the employee works principally out of his or her home.) **For FIA employees, travel status determination is at the discretion of the supervisor.**

The following explanations cover common expenditures, but are not all-inclusive:

Hotel rooms are allowable expenses while on travel status and are paid for with a company credit card. Check with a supervisor or the Lumberjack main office for current allowable rates for hotels. Any lodging charges incurred by the employee above the allowable rate will be paid by the employee in the form of reduced expense reimbursement or payroll deductions, barring prior approval from your supervisor or Lumberjack treasurer.

Meals are included in per diem so may not be put on a company credit card. For employees without a credit card, meals can be put in their expense report and reimbursed bi-weekly with payroll.

Per Diem will be paid to employees in lieu of reimbursements for purchased meals and/or daily incidentals while on travel status. For employees not receiving per diem, they may list expenses on an expense report and be reimbursed bi-weekly with payroll

Full day per diem rates apply for days when employees are on full travel status, i.e.: employees leave from and return to a temporary residence at a location outside of a roughly **60-mile radius (CHANGE TO 90-Mile Radius)** of their office location and/or residence. Three quarters (3/4) of the current per diem rate will be paid for the first and last day of travel and if employees choose to stay with family or friends in lieu of a hotel.

Consult a supervisor or the Lumberjack main office for current rates.

Lumberjack employee credit cards are to be used for RC&D vehicle gasoline, necessary vehicle maintenance, approved supplies, and motel rooms only.

No one other than another Lumberjack employee is permitted to accompany a Lumberjack employee at Lumberjack expense.

No one other than a Lumberjack employee or a USDA Forest Service FIA employee is permitted to drive or ride in a Lumberjack vehicle. No pets are allowed in vehicles.

Upon termination of employment, in instances of advanced expenses, that amount originally issued by Lumberjack will be immediately returned by the employee to Lumberjack. If an employee has not repaid or cleared an advance at the time of separation from Lumberjack, the amount owed will be deducted from the final expense/paycheck.

Approval would necessitate another change noting that there was an update approved on 4/24/2025