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The use of the payment pursuant to this policy shall be reported on FPPC Form 801, or any other form as may be required, and shall be filed with the Clerk of the Board within thirty (30) days after use of the payment. The information on the form shall include all the information as required under section 18944.2. The Clerk of the Board shall post a copy of the form on the District's website.

## 9. FILING OFFICER AND RETENTION OF FORMS

The Clerk of the Board is the filing officer of these forms and shall keep a log of the forms under both the name of the District and the official receiving the payment.

The forms are public record and are subject to inspection and copying. The forms shall be maintained on file and on the District's website for a period of not less than four (4) years.

## 10. LIMITATIONS

This policy does not apply to the following payments:

- a. A payment for travel, including transportation, lodging, and meals for an official specified in Government Code section 87200.
- b. A payment for travel to the extent that it exceeds the District's reimbursement rates for travel, meals, and lodging, and other actual expenses.
- c. A payment for travel that the General Manager or his or her designee has not pre-approved in writing in advance of the date of the trip.
- d. Passes or tickets, which are governed by Regulation 18944.1 and by the District's policy for receipt and distribution of tickets and passes.
- e. Payments from the federal government or federal government agency, such as a grant, reimbursement, funding, or other payment, for education, training, or other inter-agency programs.