

**Guidelines & Criteria for reimbursement to  
Districts of lab analysis, training and equipment funds**  
(These guidelines/criteria apply to the allocation of funds to each district of \$3,882/per district)

**Training**

Reimbursement of per diem, mileage, registration fees, etc. to attend and host watershed, water quality and related training.

**Lab Analysis, supplies, etc.**

Includes lab fees, supplies, postage, solutions, and bottles.

**Equipment**

Includes standard equipment for water quality monitoring, including but not limited to:

|                       |                                   |
|-----------------------|-----------------------------------|
| Probes                | Digital cameras/cases             |
| Flow meters           | Depth integrated samplers         |
| Gloves, waders, boots | Sieve Buckets, tubs, etc          |
| Surber samplers       | Software                          |
| Tape measurers        | Clinometers/case                  |
| Scrub brushes         | Data storage & management devices |
| Plexi glass           | Staff gages and wiers             |
| Survey rods/cases     | Incubators                        |
| GPS units/cases       |                                   |

Other items that are not standard equipment for water quality monitoring, such as laptops and ATV's will be determined for eligibility for reimbursement on a case-by case basis considering demonstrated need and justification and will require a preauthorization prior to purchase.

Criteria for determining whether this equipment is a valid use of funds will include a demonstration of the following factors:

1. Financial need – inability to use alternative sources of funds or alternative funds not available.
2. Location and need for item requested. An example: A need for ATV to reach monitoring locations, potential resource damage if vehicles are used, inaccessible by other means, transportation issues related to meeting holding times.

Vehicles such as pick-ups are not reimbursable. However, mileage costs are reimbursable.

**Technical assistance**

Technical assistance for water quality monitoring, data analysis and interpretation costs including personnel time, consultants; contracts for technical assistance can be reimbursed. This could include cooperative agreements and contracts with agencies such as USGS.

## **Mileage**

The WDA asks that any personal mileage claimed for reimbursement includes the following information and that this information is submitted as an invoice to the District:

- Mileage log or odometer reading
- Mileage rate
- Water body or watershed being worked on
- License number of vehicle
- If traveling to training – include starting location and ending location
- Mileage dollar amount requested for reimbursement

Mileage rates are found here (business column): <https://www.irs.gov/tax-professionals/standard-mileage-rates>



# 17-18 LAB FUNDS MILEAGE RATE CHART

| Timeframe of work done        | Mileage Rate |
|-------------------------------|--------------|
| Jan. 1, 2017 – Present        | 0.535        |
| Jan. 1, 2016 – Dec. 31, 2016  | 0.54         |
| Jan. 1, 2015 – Dec. 31, 2015  | 0.575        |
| Jan. 1, 2014 – Dec. 31, 2014  | 0.56         |
| Jan. 23, 2013 – Dec. 31, 2013 | 0.565        |
| Jul. 1, 2011 – Jan. 22, 2013  | 0.555        |
| Jan. 1, 2011 – Jun. 30, 2011  | 0.51         |
| 2010                          | 0.50         |
| 2009                          | 0.55         |
| Apr. 1, 2008 – Dec. 31 2008   | 0.505        |
| Jan. 1, 2008 – Mar. 31, 2008  | 0.485        |
| 2007                          | 0.485        |
| 2006                          | 0.445        |
| Sep. 1, 2005 – Dec. 31, 2005  | 0.485        |
| Jan. 1, 2005 – Aug. 31, 2005  | 0.105        |

When claiming mileage for Lab Funds reimbursement, please include the following information:

- Mileage log or odometer reading
- Mileage rate
- Water body or watershed being worked on
- License number of vehicle
- If traveling to training - include starting location and ending location
- Mileage dollar amount requested for reimbursement

(If this information is not included on your reimbursement request, voucher processing will be delayed.)