

**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.)