

Board Member Expenses

Annually, the Board of Directors shall review District goals, as well as Board member travel and participation in professional development activities/legislative efforts. The Board collectively shall decide at least annually which Board activities merit participation and by what number of Board attendees. Annually, a budget shall be developed to support this level of travel/participation.

Throughout the year, these travel/participation plans shall be reviewed the Board. Changes may be initiated upon prior approval by the Board President.

At a Board member's request, advance payment to cover anticipated expenses for representing the District may be made. After returning from the meeting or conference, the Board member shall submit a detailed travel voucher and return the unexpended portion of the advance payment.

Reimbursable expenses are:

1. Transportation expense including fares for commercial or public carriers and mileage at the District-approved rate when using one's own private vehicle;
2. Fees and registration costs for conferences and meetings;
3. Hotel or motel fees at a single-room rate;
4. Reasonable expenses for meals; and
5. Such incidental expenses as parking fees, reasonable duplication costs and the like which are incurred for the benefit of the District.

Expenses for personal benefit or entertainment shall not be reimbursed.