

Procedure Board Member Expenses

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 will submit a detailed travel voucher and return the unexpended portion of the advance payment.

Reimbursable expenses are:

- A. Transportation expense including fares for commercial or public carriers and mileage at the district-approved rate when using one's own private vehicle;
 - B. Fees and registration costs for conferences and meetings;
 - C. Hotel or motel fees at a single-room rate;
 - D. Reasonable expenses for meals; and
 - E. Such incidental expenses as parking fees, reasonable duplication costs, or internet costs and the like which are incurred for the benefit of the district.
- Expenses for personal benefit or entertainment will not be reimbursed.

Adoption Date:

Classification:

Revised Dates: ; **12.11**