

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 shall 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 that reasonably requires an overnight stay. Factors determining reasonableness include distance from the District and time of meetings and associated activities;
- D. Reasonable expenses for meals; and
- E. Such incidental expenses as parking fees, reasonable duplication costs and the like which are incurred for the benefit of the District.

All expenses requesting to be reimbursed must fall within the IRS guidelines. Expenses for personal benefit or entertainment shall not be reimbursed.