

## **Board Member Expenses**

After returning from the meeting or conference, the board member shall submit a completed travel expense claim form with itemized receipts to the district office.

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 and the like which are incurred for the benefit of the district.

Expenses for personal benefit or entertainment shall not be reimbursed.

**Date:** May 26, 2010

**Revised:** 11-14-17;