

Board of Directors

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 must submit a detailed travel voucher, with original, itemized receipts attached, and return any unexpended portion of the advance payment.

Advanced travel payments are provided to defray a Board member's necessary costs while performing his or her official duties. Any expenditure of travel advance payments for other than official business purposes is considered a misappropriation of public funds.

Reimbursable expenses are:

- A. Transportation expense including fares for commercial or public carriers (coach rate) 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; additional charges for a spouse, personal telephone calls, personal expenses, and other unnecessary room charges will not be reimbursed (including such things as room service, movies, gratuities, mini-bar, etc.);
- D. 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 will not be reimbursed.

Meals Per Diem Rates:

The district recognizes the financial benefit of establishing standard per meal eligibility for in-state and out-of-state travel to facilitate the efficient management of the meal reimbursement process. Meal eligibility is based on guidelines provided by the US General Services Administration (GSA) and the Washington State Office of Financial Management (OFM). An individual is eligible for meal per diem only for overnight travel. Meal per diem includes taxes and tips. To receive per diem on the first and last day of travel, you must be in travel status at least (3) hours beyond your normal work hours. Submit the Travel Per Diem Request form (6231F1) at least (5) five days prior to travel or upon completion of travel.

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| Breakfast | \$15.00 |
| Lunch | \$20.00 |
| Dinner | \$30.00 |

Adoption Date: March 27, 2002
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