

The actual travel expenses of Board members who attend conferences or meetings as representatives of the district may be paid. Such expenses for conferences may be paid in advance. Advance payments may not exceed the reasonably anticipated travel expenses of the Board member to be necessarily incurred during the travel. Board members will use discretion in accruing actual expenses for which they will seek reimbursement. A Board member may be reimbursed for gratuities not exceeding customary percentages for the cost of meals as well as reasonable amounts for such services as baggage handling when the costs are incurred while the individual is engaged in district business or other approved travel.

Legal References:	RCW 28A.320.050	Reimbursement of expenses of directors, other school representatives, and superintendent candidates—Advancing anticipated expenses
	RCW 42.24.090	Municipal corporations and political subdivisions – Reimbursement claims by officers and employees
	RCW 43.03.050	Subsistence, lodging and refreshment, and per diem allowance for officials, employees, and members of boards, commissions, or committees
	RCW 43.03.065	Subsistence and lodging expenses – Direct payment to suppliers authorized
	RCW 43.030.150-.210	Advance payment of travel expenses

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