

## **Local Board Policy #010 Reimbursement of Expenses**

### **Purpose:**

The Board of Trustees recognizes that board members should not incur expenses as part of service on the Board of Trustees and therefore, it is of concern to the board that provision be made to reimburse board members when they accrue expenses as a part of such service.

### **Guidelines:**

- The bylaws provide for the board to create a policy to govern reimbursement for such expenses incurred in the performance of board duties provided that such request for reimbursement is properly supported.

Expenses that may be recovered would include:

1. mileage reimbursement at the IRS rate to compensate for transportation to board meetings or board authorized meetings
  2. meals while away on board business if supported by receipts
  3. parking fees while attending pre-approved meetings
  4. registrations for pre-approved conferences and meetings if paid by the board member.
- A board member seeking reimbursement for expenses shall submit, by the 15th of any month, an expense form along with receipts, if appropriate, to the CEO, who will process them for payment and presentation with the bills payable at that month's Board of Trustees Meeting.

### **Delegation of Responsibility:**

The CEO shall be responsible to provide expense forms for Board members and process them for payment.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENT.