

Procedure - Board Member Expenses

Board members must pay upfront and be reimbursed after showing proof of attendance.

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 (if school SUV is not available);
- 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, or internet costs and the like which are incurred for the benefit of the district.

Expenses for personal benefit or entertainment will not be reimbursed.

Adoption Date: 12/19/17
Almira School District
Classification: Discretionary
Revised Dates: