

REVIEW PROPOSED REVISION

**Expense
Reimbursement**

An amount for Board member travel expenses shall be approved in the budget each year.

A Board member shall be reimbursed for reasonable, allowable expenses incurred in carrying out Board business only at the Board's request and for reasonable, allowable expenses incurred while attending meetings and conventions as an official representative of the Board.

Travel Expenses

Payment for authorized and documented travel expenses shall be made in accordance with legal requirements by reimbursement, not to exceed the allowable rates, for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals, and other incidental expenses.

When commercial air transportation is available but a Board member elects to drive a personal vehicle, the total reimbursement for mileage shall not exceed the cost of the coach air fare available for the destination.

Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.

**Documentation
Required**

For any authorized expense incurred, the Board member shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement.

EXCEPTION

EXPENSES FOR MEALS ASSOCIATED WITH AUTHORIZED OVERNIGHT TRAVEL NOT RELATED TO A STATE OR FEDERAL GRANT SHALL BE PAID TO BOARD MEMBERS ON A PER DIEM BASIS. NO RECEIPTS SHALL BE REQUIRED FOR EXPENSES PAID ON A PER DIEM BASIS.