

POLICY NO. 1190
Adopted: 8-12-81
Revised: 2-8-95

BOARD MEMBER EXPENSES

POLICY:

The expenses of school directors when traveling and representing the District at approved activities, meetings, etc. shall be paid. Expenses include:

- A. Fares for commercial or public carriers;
- B. Mileage at the district-approved rate when using one's own private vehicle;
- C. Fees and registration costs for conferences and meetings;
- D. Hotel or motel fees;
- E. Meals; and
- F. Such other incidental expenses as parking fees, duplication costs and the like which are incurred.

At a director's request, advance payment to cover anticipated expenses for representing the District may be made.

Legal References:

RCW 28A.58.310 Reimbursement of expenses -
Advancing anticipated expenses
RCW 43.03.170 Advance warrants - Issuance -
Limitations

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PROCEDURES:

Within ten (10) calendar days of returning from the meeting or conference, the director shall submit a detailed travel voucher and return the unexpended portion of the advance payment. Receipts are necessary for lodging, meals, parking (when possible), and registration.