BOARD MEETING ATTENDANCE REQUIREMENT

In order to qualify for reimbursement of travel expenses, Board members must attend at least 70 percent of all regular and special Board meetings for the rolling 12-month period immediately preceding the travel request. Attendance data will be recorded in Board minutes. The Superintendent shall maintain the record of attendance and shall provide copies of attendance records upon request.

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 the rules applicable to District employees. [See DEE]

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

GENERAL PROCEDURES

A Board member shall complete an official Board travel request form for each travel occasion outside the ESC Region One area. This shall be the basis upon which the administration makes reservations, purchases tickets, issues checks, and the like.

A Board member who cancels a trip after the deadline for the District to receive credit on the cancellation shall reimburse the District for expenditures. An emergency or unusual circumstance shall only be considered by the Board as an agenda item at a Board meeting.

The District shall purchase travel tickets only for a Board member and shall pay only for the Board member's lodging and per diem. All reimbursements, unused checks, and receipts that may be required shall be submitted to the administration within ten calendar days after completion of the travel.