

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, a Board member or employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with administrative procedures.

**Board Member
Travel**

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

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

Payment for authorized and documented travel expenses shall be made by one of the following methods, as determined by the Board:

1. Reimbursement, not to exceed the allowable rates, for use of personal car or commercial transportation, plus parking and taxi fares, lodging, meals, and other incidental expenses.
2. Advancement of a set amount for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals, and other incidental expenses. Any excess over actual allowable expenses shall be refunded to the ESC.

Employee Travel

Prior written approval for all out-of-region travel by an ESC employee shall be obtained from the employee's immediate supervisor before any expenses are incurred.

An employee shall be reimbursed for reasonable, allowable expenditures incurred in carrying out ESC business in accordance with legal requirements.