

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

**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.

Reimbursement shall be made for use of a personal car at the mileage rate currently approved by the Board, or the actual cost of commercial transportation, plus parking and taxi fares and expenses for lodging, meals, and other incidental expenses. Board members shall file a statement and, to the extent feasible, attach receipts documenting actual expenses for which reimbursement is requested.

Employee Travel

Prior approval for all out-of-region travel by ESC employees, including prepaid expenses, shall be obtained before any expenses are incurred. In-region travel shall be carried out according to administrative regulations.

Receipts Required

To receive reimbursement for commercial transportation, lodging, and other authorized travel expenses, an employee shall present receipts for the actual amounts spent. A per diem allowance shall be established for meals.

Mileage

An employee of the ESC shall be reimbursed for authorized mileage incurred while performing duties related to the job. Reimbursement shall be approved by the component director.