

## Board Member Expenses

The actual expenses of board members while traveling to and from and attending board meetings will be paid. Board members will use discretion in accruing actual expenses for which they will seek reimbursement. The expenses of board members who attend conferences or meetings as representatives of the district may be paid. Such expenses for conferences may be paid in advance. A director may be reimbursed for gratuities not exceeding customary percentages for the cost of meals as well as reasonable amounts for services such as baggage handling when the costs are incurred while the individual is engaged in district business or other approved travel.

Cross References: Policy 6212  
Policy 6213

Charge Card  
Reimbursement for Travel

Legal References: RCW 28A.320.050  
  
RCW 43.03.170

Reimbursement of expenses of directors,  
other school representatives, and the  
superintendent candidates -  
Advancing anticipated expenses  
Advance payment of travel expenses--  
Advance warrants — Issuance —  
Limitations

Management Resources:  
*Policy & Legal News*, February 2013

Policy Revisions

## Board Member Expenses

At a board member's request, advance payment to cover anticipated expenses for representing the district may be made. After returning from the meeting or conference, the board member will submit a detailed travel voucher and return the unexpended portion of the advance payment.

Reimbursable expenses are:

1. Transportation expense including fares for commercial or public carriers and mileage at the district-approved rate when using one's own private vehicle;
2. Fees and registration costs for conferences and meetings;
3. Hotel or motel fees at a single-room rate;
4. Reasonable expenses for meals; and
5. Such incidental expenses as parking fees, reasonable duplication costs, or internet costs and the like which are incurred for the benefit of the district.

Expenses for personal benefit or entertainment will not be reimbursed.