

Each Trustee who is authorized to travel assumes, with the acceptance of that authorization, a responsibility to limit travel expense claims to those actually incurred on travel that is clearly for the purpose of discharging essential official business of the District, in accordance with Board policy, the District improvement plan, the Board member's training plan, or official Board action. Travel planning should take into consideration the most economical means of accomplishing the authorized task.

TRAVEL
REIMBURSEMENT

Board member expenses associated with authorized trips will be reimbursed in accordance with the following allowances:

HOTEL

1. The cost of the hotel room will be reimbursed up to \$170.00, less any additional charge for double occupancy when the Trustee is accompanied by any other person not having a District-related duty, provided the traveler's reimbursement claim is submitted with an attached "paid" bill or receipt from a commercial hotel, motel, or other commercial lodging establishment. The District will not pay for room service, movies, personal telephone calls, or other types of personal service.

MEALS

2. A Board member will receive reimbursement for meals only to the maximum amounts established below:
 - a. Breakfast \$ 16.00
 - b. Lunch \$ 24.00
 - c. Dinner \$ 32.00

To be eligible for a meal reimbursement, the traveler must be away from the District a minimum of six (6) consecutive hours on the day the expenses are incurred, must leave home before 5:00 a.m., and/or must return home after 9:00 p.m.

A "paid" bill or receipt from the food establishment must be submitted with the reimbursement claim. The receipt must carry the date of the meal, the name and location of the food establishment, and the signature of the Trustee.

REGISTRATION
FEES

Registration fees paid by a Trustee will be reimbursed if the Trustee submits a "paid" bill or receipt from the meeting sponsor.

PUBLIC
TRANSPORTATION

Actual costs for public transportation will be reimbursed. Board members, when traveling by commercial airline, must travel tourist/economy class when such space is available. Receipts for public transportation must be attached to the traveler's request for reimbursement.

Taxi cab expenses will be reimbursed at actual cost. To the extent possible, the Trustee must attach receipts for any taxi use.

	<p>Car rentals will be reimbursed at actual cost. Receipts for car rental costs must be attached to the traveler's request for reimbursement. A detailed statement of justification for the car rental must be attached to the request for reimbursement.</p>
PRIVATE TRANSPORTATION	<p>Travel outside of the District in the Trustee's private vehicle will be reimbursed at 50.5 cents per mile. Mileage claims will be based on the shortest practical route between the District and the destination via intermediate points at which official business is conducted, as well as documented incidental travel in the destination city.</p> <p>The maximum reimbursement for the use of personally-owned motor vehicles will be the amount that the Trustee would have incurred by using the lowest available airline fare.</p> <p>When two or more Trustees travel in a single private vehicle, only one will receive a transportation allowance.</p>
PARKING COSTS	<p>A Board member who drives a vehicle to a meeting and is required to pay a parking fee will be reimbursed, provided a receipt is submitted with the reimbursement request form.</p>
MISCELLANEOUS EXPENSES	<p>The District will make reimbursement for other miscellaneous expenses, such as tips, tolls, and the like, when the Board member documents those expenses and presents receipts, to the extent feasible.</p>
REIMBURSEMENT DEADLINE	<p>The District will make reimbursement for properly documented expenses only if the request for reimbursement is submitted to the business office on the appropriate forms, with any necessary receipts attached, no later than thirty-five (35) days after the trip.</p>
ADVANCED TRAVEL FUNDS	<p>A Board member will not be issued travel funds in advance.</p>