

Reimbursement of Expenses

By resolution of the Board, expenses of a Board member shall be reimbursed when incurred in the performance of his/her duties or in the performance of functions authorized by the Board and duly vouchered. The following guidelines have been established by the Board of Directors to ensure appropriate and proper reimbursement of expenses for Board members:

- A. Expenses will be reimbursed only for activities authorized by the Board.
- B. Reimbursement for mileage will not exceed the current rate established by the Internal Revenue Service.
- C. When attending a Board-approved conference, all fees, parking, mileage, meals, and housing will be reimbursed.
- D. Purchase of any printed or other materials relating to Board Membership will be reimbursed if pre-purchase approval is given by the Board. If such approval is not possible or feasible, a voucher must be submitted to the Board for approval.
- E. No entertainment expenses or purchases of alcoholic beverages are reimbursable.
- F. A voucher detailing the amount and nature of each expense must be submitted to the Board for approval at a Board meeting after the expenses have been incurred and prior to reimbursement.