Board Member Reimbursement of Expenses **GP-12**

The Board wishes to demonstrate judicious stewardship of the public funds entrusted to its care, while acknowledging the costs in both time and money of Board service. Board members shall be reimbursed for expenses incurred in performing their responsibilities, as allowed by law.

1. Board members shall have reimbursable out-of-district travel pre-authorized by one of the following persons: Board Chair or Vice-Chair. Pre-authorization is not required for instate attendance of meetings or training sessions sponsored by the Washington State School Directors Association (WSSDA).

2. When Board members incur expenses in carrying out their responsibilities as Board members, they may be reimbursed from District funds upon submission of vouchers and supporting receipts consistent with District requirements. Such vouchers must be acknowledged by the Board Chair or Vice-Chair. In addition:
   a. Board members will submit vouchers for travel within 30 days of the completion of travel.
   b. Board members will submit meeting reimbursement claims within 30 days of the date of expenditure.

Adopted: October 24th, 2006
Monitoring Method: Board Self Assessment
Monitoring Frequency: Annually in April