

GRANITE FALLS SCHOOL DISTRICT

BOARD OF DIRECTORS

POLICY 9230: REIMBURSEMENT OF EXPENSES

The expenses of Board members or employees of the District who attend conferences or meetings as representatives of the District shall be paid. The Superintendent will approve travel by District representatives at District expense to meetings or conferences. The Board will approve out of state travel beyond states bordering Washington State. The Board shall regularly be informed about who has represented the District at which meetings and at what cost.

At the request of a District representative the Superintendent may authorize an advance payment to cover anticipated expenses for representing the District at a meeting or conference. Immediately after returning from the meeting or conference, the District representative shall 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 state 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 and the like are incurred for the benefit of the District.

Expenses for personal benefit or entertainment of the representative shall not be reimbursed.

Cross reference: Board policy 3050

Legal reference: RCW 28A.58.310 Reimbursement of expenses—advances
43.03.170 Advance warrants—limitations

ADOPTED: MARCH 8, 1990

AMENDED: APRIL 27, 2000

AMENDED: JANUARY 20, 2010