**BOARD OF DIRECTORS**

**Board Expenses 2800**

To afford each member full opportunity to participate in the many growth and development activities available, this policy is developed to assure fairness, equity and equal access to all the funds budgeted each year for attendance at local, state and/or national conferences. The following policy statements shall apply:

1. ESU funds will be budgeted annually to reimburse ESU board members for the actual

 and necessary expenses incurred in the performance of their duties. Mileage expenses

 shall be compensated at the state approved rate.

2. ESU funds will be budgeted annually to cover the allowable expenses for all board members to attend approved trainings, conferences and meetings.

5. Administrative regulations for reimbursement of employee travel expenses shall

 apply for board members as well as all ESU staff. Allowable expenses are defined

 but not necessarily limited to transportation, registration fees, lodging, meals, and taxi

 fare. Reimbursement is to be made upon submission of a completed expense claim form

 with receipts attached.

Date of Adoption: 09/17/2001

Date of Review: 02/19/2024

Date of Revision: 02/19/2024