

**POLICY TITLE: REIMBURSEMENT OF EXPENSES**

**POLICY NUMBER: 4130**

1. It is the policy of the District to encourage Board development and excellence of performance by reimbursing actual and necessary expenses incurred in the performance of official duties. These expenses would include tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Cash advances for these purposes is not permitted.
2. Lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of a legislative body at the time of booking. If the group rate is not available, the member of a legislative body shall use comparable lodging that is consistent with the rates provided by the Internal Revenue Service, in Publication 463 or any subsequent publication