Expenses

Board members attending conventions, conferences, and workshops authorized under BBG(LOCAL) may make trip arrangements and request reimbursement for reasonable expenses incurred for registration fees, hotel charges for the basic single-room rate, transportation, and meals (as per College District-approved per diem). In the alternative, at the request of a Board member, the College President or designee may make trip arrangements for the Board member to attend authorized conventions, conferences, and workshops and shall pre-pay the reasonable expenses enumerated above as provided for herein.

Expense Reimbursement

Board members shall be reimbursed for reasonable expenses incurred in carrying out Board business at the Board's request and for reasonable expenses incurred while attending meetings and conventions as official representatives of the Board.

An amount for Board member travel expense reimbursement shall be approved in the budget each year.

Reimbursement or prepayment shall be made as follows:

1. Reimbursement for use of a personal car at the mileage rate currently approved by the Board, or the actual cost of commercial transportation, plus parking and taxi fares and expenses for lodging, meals, and other incidental expenses. Board members shall file a statement, and to the extent feasible, attach receipts documenting actual expenses for which reimbursement is requested.

2. A set amount approved in advance for reasonable expenditures to be incurred on a particular trip. This amount shall include travel, lodging, meals, and any other reasonably predictable expenditures. Board members shall file a statement, with receipts, accounting for amounts actually expended. Any excess shall be refunded to the College District.

Reporting Expenses

In accordance with College District travel procedures, all receipts shall be submitted within 30 days of returning from a convention, conference, or workshop. Receipts submitted after 30 days will not be reimbursed.