

---

## PROPOSED REVISIONS

	<p>Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.</p>
REIMBURSEMENT OF TRAVEL EXPENSES	<p>Board members and employees shall be reimbursed for reasonable, allowable ESC business travel expenditures according to the current schedule and subject to state guidelines and IRS regulations.</p> <p>Board members' actual expenditures incurred in the conduct of official ESC business shall be reimbursed when supported by receipts.</p> <p>Employees' expenditures that are not supported by receipts shall be reimbursed at a per diem maximum as outlined in administrative procedure.</p>
MEMBERSHIP FEES	<p>The ESC shall not reimburse <u>or pay individual membership fees to an organization for an employee</u> <del>employees for individual membership fees</del> <u>unless the employee's membership in the organization is deemed to provide a substantial benefit to the ESC, as determined by senior leadership. All reimbursements or fees shall be paid with local funds, subject to approval by the Executive Director.</u></p>