

**WHITE RIVER SCHOOL DISTRICT #416
BOARD POLICY**

No. 1731

1000 - THE BOARD OF DIRECTORS

Board Member Benefits

1731 - Board Member Expenses

Board members will occasionally be required to attend conferences or conventions which require travel out of the district. When attending such events, board members shall be reimbursed for expenses of travel, meals, and lodging during the time they are on official business for the school district.

The district shall reimburse board members for approved travel expenses in a manner consistent with the policy on employee reimbursements. Receipts for lodging, travel, and registration will accompany the claim for reimbursement. Meal reimbursements are allowable when on overnight travel status and shall be by per diem and follow the U.S. General Services Administration rates. The rate for mileage reimbursement will be the current IRS rates. Requests for reimbursement should be turned in to the superintendent's office within ninety (90) days after completion of the scheduled trip.

Board members who are elected to offices in professional organizations such as the National School Directors' Association, the Washington State School Directors' Association, or who are appointed to committee assignments shall be reimbursed for the expense of travel, meals, and lodging in the manner which is prescribed above when such expenses are not paid by the association.

Trips scheduled outside of the State of Washington (excluding the Portland metropolitan area) must have prior approval by the full Board of Directors.

Cross References:	Board Policy 6213 Board Policy 6212	Reimbursement for Travel Charge Card
Legal References:	RCW 28A.320.050 RCW 43.03.170	Reimbursement of expenses of directors, other school representatives, and superintendent candidates — Advancing anticipated expenses Advance payment of travel expenses – Advance warrants — Issuance — Limitations

*Original Adoption: November 25, 1986
Revised: 2003, 2015*