

Walla Walla Public Schools

BOARD POLICY

Policy No. 1731

BOARD MEMBER EXPENSES

The actual expenses of board members while traveling to and from and attending board meetings may be paid. The expenses of board members who attend conferences or meetings as representatives of the district may be paid. Such expenses for conferences may be paid in advance. Reimbursable expenses when the costs are incurred while the board member is engaged in district business or other approved travel are:

1. Transportation expense including fares for commercial or public carriers and mileage at the approved district rate.
2. Fees and registration costs for conferences and meetings.
3. Hotel and motel fees.
4. Reasonable expenses for meals.
5. Such incidental expenses for parking fees, reasonable duplication costs, and the like which are incurred for the benefit of the district.
6. Gratuities not exceeding customary percentages for meals as well as reasonable amounts for such services as baggage handling.
7. Newly elected school board members who will not assume office until after the Annual Conference of the Washington State School Directors' Association (WSSDA), usually held in November, will be reimbursed for expenses incurred for their attendance at the conference as representatives of the district.

Expenses for the personal benefit or entertainment of the board member shall not be reimbursed.

Cross References:	Board Policy	6212	Charge Card
		6213	Reimbursement for Travel Expenses
Legal References:	RCW	28A.320.050	Reimbursement of expenses Advancing anticipated expenses
		43.03.170	Advance warrants—Issuance--Limitations

Adopted by the Board: July 16, 2002
Revised January 15, 2008