
A-11b(1) PROCEDURE Expense Reimbursement (see also E-3d)

1. Board Members will be reimbursed for expenses incurred in carrying out its in-service policy through the following procedures
 - a. All expenses incurred by Board Members will be itemized on a College Expense Form (see exhibit A-11b(3)) and presented for ratification by the Board.
 - b. Board Members may choose to purchase tickets for air or train travel directly and be reimbursed upon presenting the ticket receipt, or may request that the President's Office have the cost billed directly to the College. Local travel by limo, taxi, and bus is a reimbursable expense. Expenses incurred in the use of a privately owned vehicle will be reimbursed at the standard mileage rate as established by the Internal Revenue Service. Board Members may request reimbursement for use of a rental car while in attendance at meetings out of the College Area. A receipt is required.
 - c. Board Members will use the most reasonably economical method of transportation, taking into consideration the least amount of time and cost of meals, lodging, and other expenses. In calculating comparison costs, air fare costs shall include airport parking, shuttle service, tips, and mileage from home to airport and back. The Board may approve more costly methods under exceptional circumstances.
 - d. Lodging incurred while traveling outside the College Area may be reimbursed upon presentation of a receipt.
2. As it is in the best interest of the College to recognize service by Board Members, employees, and volunteers, the Board hereby authorizes the Board Chairperson and the President to determine when and to whom plaques, certificates of achievement, or other items of value shall be granted, provided that no such plaque, certificate, or other item of value to be awarded shall cost more than \$100.
3. When appropriate because of the time, length, or other factors, sandwiches or meals may be provided to Board Members, employees, and volunteers attending hearings, meetings, staff development programs, or in other appropriate or necessary situations.

Adopted Date: 12/16/2008