

Lane Education Service District Administrative Rule

Code: **BHD-AR**
Adopted: 9/27/94
Revised/Readopted: 10/23/01
Orig. Code(s): BHD-AR

Board Member Expense Reimbursement Procedures

Board members and nonvoting advisory members will be reimbursed in accordance with the following guidelines:

1. Local and in-state mileage reimbursement shall be based on IRS guidelines;
2. Travel reimbursement for out-of-state conferences will be based upon the cost of coach rate air carrier with confirmed reservation at time of registration;
3. The following approved ESD guidelines for reimbursement of other expenses shall apply:
 - a. Covered expenses include lodging, meals and related expenses. Alcoholic beverages are not claimable;
 - b. Receipts for authorized expenses are required for lodging, meals and common carrier travel. Incidental expenses such as telephone calls, taxi cab fares and tips for hotel service may be reimbursed on the basis of written confirmation by the Board member.