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**Board of Directors**  
**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. A director may be reimbursed for gratuities not exceeding customary percentages for the cost of meals as well as reasonable amounts for such services as baggage handling when the costs are incurred while the individual is engaged in district business or other approved travel.

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**Cross References:**

(cf. 6212 Charge Card)  
(cf. 6213 Reimbursement for Travel)

**Legal References:**

RCW 28A.320.050 Reimbursement of expenses--Advancing anticipated expenses  
RCW 43.03.170 Advance warrants--Issuance--Limitations

Adoption Date: **JUL 25 2001**  
School District Name:  
Mary Walker School District

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**Board of Directors**  
**Board Member Expenses**

At a board member's request, advance payment to cover anticipated expenses for representing the district may be made. After returning from the meeting or conference, the board member shall submit a detailed travel voucher and return the unexpended portion of the advance payment.

Reimbursable expenses are:

- A. Transportation expense including fares for commercial or public carriers and mileage at the district-approved rate when using one's own private vehicle;
- B. Fees and registration costs for conferences and meetings;
- C. Hotel or motel fees at a single-room rate;
- D. Reasonable expenses for meals; and
- E. Such incidental expenses as parking fees, reasonable duplication costs and the like which are incurred for the benefit of the district.

Expenses for personal benefit or entertainment shall not be reimbursed.