

## **Board Travel and Expense Policy**

The Board supports enhancing the knowledge and expertise of its members. The Board also supports Board members representing the agency at conferences and conventions. Board members shall be reimbursed for attendance related to functioning as a Board (Board and Committee meetings) or attendance related to representing the Board at ARCA on their submission of a Travel Expense Claim therefor. Requests to attend a training, a conference or a meeting other than as described above shall be forwarded to the Finance Committee for approval. The Board President shall receive copies of any such request and have the opportunity to provide input to the Finance Committee in its consideration of the request. Finance Committee shall approve/disapprove/condition or modify the request, and as part of its deliberation, will ascertain whether or not there are adequate discretionary funds in the Board budget to accommodate it.

Board members are paid mileage based on the IRS approved rate and other expenses based on actual costs as established by receipt or other acceptable documentation. Reimbursement could also include Board members' expenses for representing the Board at community events as approved in advance by the Board President.