

**EDEN TOWNSHIP HEALTHCARE DISTRICT  
BOARD OF DIRECTORS'  
BOARD FUNCTIONS POLICIES**

**ETHD 201**

**SUBJECT: TRAVEL AND EXPENSE POLICY FOR BOARD OF DIRECTORS**

**POLICY:** Board members may be reimbursed for travel expenses incurred when traveling on business for the District or for educational seminars related to issues that may affect the District.

The following conditions will apply to travel and education for Board members:

- All conferences that are paid for by the District will be submitted to the Board for **prior authorization**, if the expenditure is greater than \$750.00. The Chief Executive Officer may approve reimbursements of \$750.00 or lower without prior board authorization.
- The maximum amount to be spent per Board member per year shall be approved in the District's annual operating budget.

Board member expenses to be paid include:

- Registration fees.
- Hotel room charges for the necessary number of days.
- Meals as provided by the conference.
- Reasonable expenses for daily meals or other expenses (including miscellaneous expenses, i.e., phone, parking, tips, etc.).
- Reasonable transportation expenses, e.g., the least expensive alternative. Mileage will be paid at the Internal Revenue Service rate.

A Board member requesting reimbursement is required to submit such requests on approved District forms supported by receipts. Advances may be approved by the Board Chair to cover estimated expenses if received at least two weeks prior to the expenditures.

**NOTE:** All applicable expenditures will be recorded on Form 700 Attachment E to conform to the California Fair Political Practice Act. Expenditures for family members who accompany Board members on travel are not reimbursable.

**APPROVED BY THE BOARD OF DIRECTORS**

  
Roxann Lewis (Date)  
Chair, Board of Director

  
Charles Gilcrest (Date)  
Secretary, Board of Directors

Revised: 6/12/89, 7/10/91, 8/14/91, 3/23/94,  
2/8/95, 3/13/96, 6/11/97, 5/27/98, 7/28/99, 04/15/15, 06/21/17

Reviewed: 06/21/17