


<b>SUNSET EMPIRE TRANSPORTATION DISTRICT</b> <b>Board of Commissioners</b>  <b>BOARD REIMBURSEMENT</b>	Policy # <b>B-811</b>	Effective Date <i>April 25, 2013</i>
	Signature 	Last Review

**PUPOSE:**

To authorize allocations of funds in the budget to provide financial reimbursement of Board members who attend seminars, classes and other meetings in order to better serve the transit district as well as further educate themselves regarding transit and /or special districts.

**POLICY:**

SETD will reimburse Board members for meals, room and mileage, as appropriate, for travel and attendance at business related events which are approved by the Board. Reimbursements will be made in compliance with the Oregon Department of Administrative Services Accounting Manual; Statewide Travel Policy.

The Executive Director will develop and maintain an operating policy guiding staff reimbursement.

**PROCEDURE:**

1. Prior to final approval of the annual budget, the Board will determine which seminars, conferences and meetings will be considered the most beneficial for attendance by Board members so that adequate funds are included in the budget.
2. The Board will recommend the maximum number of Commissioners that will be authorized to attend each event based on available funding.
3. The District will make arrangements for hotel accommodations, when necessary, in order to obtain any available discounts. Individuals who choose to arrange their own accommodations will receive reimbursement equal to the discounted prices.
4. The amount of stipend for meals will be determined by the Board. Reimbursement for meals will not exceed the amount stipulated.
5. Car pooling is encouraged.
6. Conferences attended other than those listed will be approved and reimbursed as funding allows.