

# Policy BD-101

## Travel Expense Reimbursement

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### Purpose:

To provide guidelines for the reimbursement of Board of Directors travel expense(s).

### Procedure:

In order to request reimbursement, board members will complete the appropriate expense form. Procedural guidelines for reimbursement are as follows:

1. Travel expenses for regularly scheduled board meetings, special board meetings, committee meetings and/or other special assignments where the board member represents PTSF will be reimbursed under the following conditions:
  - A. Mileage is reimbursed at the current IRS allowed rate per mile.
  - B. Travel must be the most direct route.
  - C. Coach class train/airfare is reimbursable; no reimbursement for first class and/or first-class upgrades.
2. Lodging expenses pertaining directly to the meeting will be reimbursed. Meal expenses pertaining directly to the meeting (including during travel time) will be reimbursed.
3. Family members travel, lodging, and meals will not be reimbursed.
4. Travel, lodging, and meal expense(s) must be submitted within 90-days of the meeting. Expenses incurred from October 1 through December 31 must be submitted by December 31 to ensure proper accounting for expenses incurred within the fiscal (calendar) year.
5. All receipts are required to ensure appropriate reimbursement.

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Approved by PTSF Board of Directors and/or Executive Committee:

Original Date: 02/16/1991

Revise Date: 03/12/1998

Review Date: 11/17/1997, 12/09/1999, 02/07/2002, 03/13/2008, 07/19/2018