

Policy Number: 2.14.0

Title: REIMBURSEMENT OF EXPENSES

Introduction:

This policy has been developed to establish the procedure for reimbursement of expenses of Directors.

Ends:

Directors are eligible for reimbursement of their expenses in the following circumstances:

1. Expenses associated with travel to meetings:
 - a. Expenses associated with travel to, or attendance at, meetings held at the District office, or within the District Service Area, will not be reimbursed by the District.
 - b. Expenses associated with travel to, or attendance at, meetings which are related to District business and which are held outside the District Service Area will be reimbursed, provided that the expenses are approved in advance by the Board of Directors.
2. Other expenses:
 - a. Other expenses shall be reimbursed to a Director only if the expenses are approved in advance by the Board of Directors.

Expenses will be reimbursed only after the Director submits of a summary of the expenses with attached receipts.

Responsibility:

It is the responsibility of each Director to follow the procedures outlined herein in order to be eligible for reimbursement of expense.