

Senior Administration Travel & Expenses

The purpose of this policy is to provide senior administration guidelines for acceptable travel and expense disbursements and to implement controls that provide reporting to the Board of Trustees of these disbursements on a regular basis.

Controls are as follows:

- Senior Administration will adhere to the guidelines established in Policy DA - Employee Travel Expense Reimbursement.
- Each month senior administration expense accounts and reimbursement claims will be provided to the Board as an "In Camera" item at a regular Board Meeting.
- Each month the senior administration credit card transaction statement(s) will be provided to the Board as an "In Camera" item at a regular Board Meeting.
- During the annual budget process the Board of Trustees will review and establish a reasonable senior administration travel and professional development budget.
- When requested by the Board a senior administration travel and professional development expense report detailing actual and budget amounts will be provided to the Board as an "In Camera" item at a regular Board Meeting.

Approved December 17, 2013