

Board Policy: Reimbursement

In following state reimbursement guidelines, board members are subject to the following:

Reimbursable expenses may include, but are not limited to, the following:

- Commercial transportation (air, taxi, rental car, etc.) provided that no air transportation shall be by first class unless authorized by the board; and that reimbursement for travel which includes more than one destination visited for ASA purposes and non-ASA purposes shall be in an amount equal to the cost of the air fare only to those destinations visited for ASA purposes.
- Meals including tax and a reasonable gratuity. Board members shall be reimbursed for meals under the following conditions:
 1. **Breakfast.** Breakfast reimbursements may be claimed if the board member leaves his/her home location before 7:00 a.m. or is away from home overnight.
 2. **Lunch.** Lunch reimbursements may be claimed if the board member is in travel status more than thirty-five (35) miles away from his/her home location or is away from home overnight.
 3. **Dinner.** Dinner reimbursements may be claimed only if the board member is away from his/her home location until after 7:00 p.m. or is away from home overnight.

Reimbursement Amount. Except for the metropolitan areas listed below, the maximum reimbursement for meals including tax and gratuity shall be: Breakfast \$9.00, Lunch \$11.00, and Dinner \$16.00.

For the following metropolitan areas and any location outside the forty-eight (48) contiguous United States, the maximum reimbursement shall be: Breakfast \$11.00, Lunch \$13.00, and Dinner \$20.00

The metropolitan areas are:

Atlanta
Boston Cleveland Denver
Hartford
Kansas City Miami
New York City Portland, Oregon San Diego Seattle
Baltimore Chicago Dallas/Fort Worth Detroit
Houston
Los Angeles
New Orleans Philadelphia
St. Louis
San Francisco Washington, D.C.

The higher meal reimbursement rates also include any location outside the forty-eight (48) contiguous United States.

Board members who are in travel status for two (2) or more consecutive meals shall be reimbursed for the actual costs of the meals including tax and a reasonable gratuity, up to the combined maximum amount for the reimbursable meals.

- Hotel and motel accommodations provided that board members exercise good judgment in incurring lodging costs and that charges are reasonable and consistent with the facilities available.
- All work-related long distance telephone calls provided that the board member does not have an ASA telephone credit card.
- Actual personal telephone call charges. The maximum reimbursement for each trip shall be the result of multiplying the number of nights away from home up to three dollars (\$3.00).
- Reasonable costs of dry cleaning and laundry services, not to exceed sixteen dollars (\$16.00), each week after the first week a board member is in continued travel status.
- Reasonable costs and gratuities for baggage handling.

- All Parking fees and toll charges for ASA travel are reimbursable.

Receipts. Receipts for any reimbursement are not required unless expenses exceed or deviate from the limit of those allowed.

Meeting Per Diem:

Meetings for board business will be reimbursed at a rate of \$55 per meeting. These include board and board committee meetings, legislative visits, school activities, employee meetings, and meetings with members of the school community. The board chair can approve other meetings for reimbursement.

Approved: 7/13: Board reimbursement will parallel reimbursement established for state employees and updated, accordingly. Board members: Kathleen, Sue, Linda, Carlo