



Policy 2.09: Board Reimbursement for Expenses

It is the policy of CSDA to reimburse the Board of Directors for actual expenses incurred while attending Board of Directors meetings, including Planning Sessions and assigned committee meetings.

It is to the advantage to the members of CSDA that directors-elect become fully informed of the workings of the Board of Directors and of the issues before the Board, therefore it will be policy that directors-elect are eligible to receive reimbursement for actual expenses incurred for Board meetings, New Board Member Orientation and Board planning sessions. Participation in Committee meetings while a director-elect is encouraged, however no expense reimbursement is provided. Incoming Officers shall receive reimbursement for all CSDA meetings attended unless specifically excluded in this policy.

It is the policy of the Association that directors and directors-elect should make a conscientious effort to keep costs down. Directors are reimbursed for expenses based on lowest reasonable costs for transportation, lodging and food incurred while traveling to and from Board meetings. Committee meetings, or other required appearances.

Reimbursement criteria are as follows:

Travel: Based on round-trip coach fare or Federal GSA mileage rate, whichever is less and/or more expedient, plus parking, bridge tolls, taxi fare and/or car rental.

Lodging: Lodging shall be on the basis of the actual, but reasonable, costs within the local area. Reimbursement shall not exceed the single occupancy rate. All reasonable attempts shall be made to arrange discount rates, use CSDA prearranged rates, or use the prevailing government rate, whichever is less.

Meals: Maximum of \$15, \$20 and \$40 for breakfast, lunch and dinner respectively or an aggregate of \$75 per day maximum, plus a maximum of 20% for tips per meal. (Reimbursement will only be on the basis of actual expenditures including gratuities.)

Miscellaneous: Supplies, telephone and other expenses directly attributable to CSDA activities will be reimbursed with appropriate receipts.

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Date Amended: 01/16/2009, 09/21/2009, 05/12/2010, 04/01/2011, 07/18/2013, 11/13/15



Requests for reimbursement must be made using a CSDA-provided "Expense Reimbursement Request Form" with receipts attached for all expenses claimed within **thirty (30) days** of the date expenses were incurred. If expense reports are received after that date, the director is not eligible to receive reimbursement. If receipts are not provided, reimbursement will not be made for that part of the claim.

All reimbursement requests shall be reviewed and approved by the Treasurer based on the above criteria. The non-approval of a Director's expense by the Treasurer is subject to override by a majority vote of the Board of Directors at a regular Board meeting.

Reimbursements shall be mailed or directly deposited by CSDA within **30 days** of the receipt date of the original request.

Guidelines

In addition to attendance at regular Board of Directors meetings and committee meetings, Board members are expected to attend the two major CSDA events: CSDA Annual Conference and Special Districts Legislative Days. In order to contain costs, Board members will not be reimbursed for attendance at these two events even if Board meetings or committee meetings are held in conjunction with these events.

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