



Shelton School District
INSPIRE | CHALLENGE | EMPOWER

ADMINISTRATIVE PROCEDURES

No. 1731P
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PROCEDURES

BOARD OF DIRECTORS

Board Member Expenses

At a board member's request, advance payment to cover anticipated expenses for representing the district may be made. After returning from the meeting or conference, the board member will submit a detailed travel voucher and return the unexpended portion of the advance payment.

Reimbursable expenses are:

- A. Transportation expenses including fares for commercial or public carriers and mileage at the district-approved rate when using one's own private vehicle;
- B. Fees and registration costs for conferences and meetings;
- C. Hotel or motel fees at a single room rate;
- D. Reasonable expenses for meals; and
- E. Such incidental expenses as parking fees, reasonable duplication costs, or internet costs and the like which are incurred for the benefit of the district.

Expenses for personal benefit or entertainment will not be reimbursed.

Charge Card Use For Board Members

These procedures apply to school board members as authorized in Policy 1731 who incur travel expenses while representing Shelton School District No. 309.

- A. Charge cards are to be used only when an authorized representative is traveling on behalf of the Shelton School District.
- B. Charge cards will be issued for travel expenses when other methods of payment are not accepted for lodging, meals, transportation and registration.
- C. Charges for meals shall be reasonable.

- D. A Charge Card Certification Form, as well as all receipts, shall be submitted by the 10th of the month.

Approved: November 19, 1996
Revised: July 22, 2014