



# Staff Analysis and Report to the Board

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Board Meeting/Work Session Date: January 8, 2019  
Senior Lead: Liz Large, Interim General Counsel

SUBJECT: Amendment of Reimbursement of Expenses<sup>2</sup> Board of Directors  
1.40.080-P<sup>2</sup> Second Reading

## I. BACKGROUND

The current policy allows for the District to provide to Board members reimbursement of actual expenses or an annual stipend. The proposed amendments conform the policy to state law, limiting the reimbursement options to only reimbursement of actual expenses.

## II. RELATED POLICIES/BEST PRACTICES

## III. ANALYSIS OF SITUATION

If not amended, the policy will not conform to state law.

## IV. FISCAL IMPACT

Anticipated to be negligible.

## V. COMMUNITY ENGAGEMENT (IF APPLICABLE)

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Immediate implementation with retroactive application to July 1, 2018.

VII. BDA





~~1.40.080-P Reimbursement of Expenses – Board of Directors~~

~~limitations may impact the ability of Board members to attend out-of-town meetings. In addition, Board leadership may designate delegates to various conventions and meetings as may seem desirable.~~

~~(3) Requests by individual board members to attend such meetings as Board representatives shall be acted upon by the Board leadership. Board members attending such meetings according to the above guidelines shall be regarded as carrying out Board business.~~

~~(4) A Board member who requests reimbursement for costs associated with attendance at a meeting or conference shall obtain approval for such reimbursement from the Board chair or his or her designee in advance of the meeting or conference.~~

~~(5) When requested, Board members attending such meetings at district expense will make a report to the Board of meeting highlights.~~

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~~III. Out-of-Town Travel~~

~~(1) Authorization. Reimbursement for travel-related expenses, whether for Attendance at State and National Meetings (in accordance with Section II above) or for other purposes, will be authorized when the member informs Board leadership of his/her purpose, and the travel is related to pending business of the Board or a Board committee to which the member is assigned.~~

~~(2)(1) Covered Expenses. Authorized Board travel expenses shall be limited to transportation, meals, lodging, incidental expenses, and conference fees, if applicable. Reimbursement for alcoholic beverages and entertainment is not allowed.~~

~~(3)(2) Rate of Reimbursement. The rate shall be the same as approved for district personnel, as defined in the Administrator's Manual. Only Board members may be reimbursed for actual expenses paid and documented with itemized original receipts will be allowed. Board members may be reimbursed for travel-related meals at the then-established District per diem rate or may submit actual itemized original receipts for meals.~~



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(2) ~~Board members choosing this methodology for reimbursement will receive a corresponding Form 1099 from the District each calendar year, since such a stipend is reportable as income and fully taxable, unless the amount of the stipend is below the IRS minimum.~~

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