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## **POLICY 1.71 REIMBURSEMENT FOR TRUSTEE EXPENSES**

To enable Trustees to fulfill their roles and responsibilities, it is expected that all Trustees participate in all required functions of the Board to the greatest extent possible.

The Board of Education believes Trustees engaged in authorized District business are entitled to reimbursement for reasonable and necessary expenses incurred.

The Board authorizes reimbursement for in-district and out of district activities in accordance with BCSTA rates and policy.

### GUIDELINES

1. The Board expects that Trustees travelling on District business will exercise the same economy as a prudent person travelling on personal business and will differentiate between business and personal expenditures.
2. Trustees who incur expenses in carrying out their authorized duties will be reimbursed upon submission of a properly completed and approved expense claim, together with supporting receipts as required by the Secretary-Treasurer.