

## **APPROVED BY BIUD BOARD OF COMMISSIONERS ON 3/24/22**

### Expense Reimbursement

Commissioners are eligible for reimbursement for all reasonable and actual expenses incurred to attend professional meetings. To be eligible for reimbursement, attendance at the meeting must have prior approval by a majority of the board of commissioners. Any expense incurred to attend regular meetings of the board of commissions is not eligible for reimbursement.

Eligible expenses include:

- Conference fees.
- Travel expenses: Transportation to and from the meeting including mileage reimbursement at the standard IRS rate for use of a personal vehicle, public ground transportation and air travel. Air travel reimbursement will be for "economy class" only.
- Lodging: Basic hotel fees, including room rate, taxes and internet connection fees if any.
- Meals: Meals will be reimbursed for the lesser of actual amount spent or a per diem of \$75/day.

Ineligible expenses include:

- Alcohol
- First Class, Business Class travel or any upgrade beyond "Economy Class"
- Companion expenses
- Incidental expense not related to the purpose of the travel (entertainment)

Commissioners seeking reimbursement must complete a Travel Reimbursement Request form provided by the BIUD President. The form must be fully and accurately completed and submitted to the BIUD Board Chair or Treasurer for approval. All receipts should be attached and submitted with the form. Approved Travel Reimbursement Request forms shall be sent to the BIUD President for payment.