

Travel and Reimbursement Policy

Purpose

The Board of Directors recognizes that board members, officers, and other Educational Service Provider personnel may be required to travel or incur other expenses from time to time to conduct school business and to further the mission of this non-profit organization. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Personnel. It is the policy of Dr. Joseph F. Pollack Academic Center of Excellence to reimburse only reasonable, necessary, and pre-approved expenses actually incurred, in accordance with administrative guidelines.

Reimbursable Items

The Board shall not approve payment of an expense incurred by a Board member unless one of the following two conditions are met: (1) the Board, by a majority vote of its members at an open meeting, approved reimbursement of the specific expense before the expense was incurred, or (2) the expense is consistent with the following reimbursement policy, and the Board approves the reimbursement before it is actually paid.

A list of reimbursable expenditures may include:

- Expenses of a Board member shall be reimbursed when incurred in the performance of his/her duties or in performance of functions authorized by the Board and duly vouchered.
- Expenses will be reimbursed only for activities authorized by the Board.
- When attending a Board approved conference, all reasonable fees, parking, mileage, meals, telephone, and housing will be reimbursed as approved by the Board.
- Reimbursement for mileage will not exceed the current rate established by the school or the IRS; whichever is lower.
- When the Board attends a community or Academy-related event as a Board function, or a Board member attends as the designated Board representative of the Board, any reasonable incurred expenses will be reimbursed by the Board. If a Board member attends such events as a private citizen, any incurred expenses shall not be approved for reimbursement by the Board.
- No entertainment expenses or purchases of alcoholic beverages are reimbursable.
- Purchase of any printed or other materials relating to Boardman ship will be reimbursed if pre-purchase approval is given by the Board. If such approval is not possible or feasible, a voucher must be submitted to the Board for approval.
- A voucher detailing the amount and nature of each expense must be submitted to the Board for approval at a Board meeting after the expenses have been incurred and prior to reimbursement.