Q: Is there a Board Policy and what is appropriate for Board members? Is a Board Ambassador role established? Are there accompanying family members expenses covered? And, is COD paying for Foundation Board expenses? Just the policy facts will do.

A: Following find the Board Policies and Administrative Procedure related to this topic:
- Board policy 5-195, Trustee Education and Attendance at Conferences
- Board Policy 5-200, Reimbursement for Expenses
- Administrative procedure 5-200, Reimbursement for Expenses

**Trustee Education and Attendance at Conferences**

All members of the Board of Trustees are encouraged to educate themselves on issues that will benefit the College. If Trustees seek to do so by participating in professional conferences, institutes, or activities, whenever possible, Trustees should participate in such events locally (or online) to avoid the expense associated with travel.

Approval of the Board Chair is required in advance of attending professional conferences. Trustees are to schedule participation in conferences in a way that avoids impacting Board business. The Board in providing approval to attend a conference will consider the ability of the Board to continue to conduct business.

No Trustee shall be reimbursed for travel, lodging or any other charges relating to such self-education activities in an amount exceeding $335.00 in any fiscal year, without advance approval by the Board at a public meeting.
Reimbursement for Expenses

Subject to approval by the Board Chair, (or in the case of the Chair, the Vice Chair), Trustees are to be reimbursed upon application for travel, sustenance, lodging, and other direct reasonable expenses incurred in conducting the Board's business, and in attending professional conferences in accordance with Policy 5-195.
Reimbursement for Expenses

1. All public transportation will be coach class except when that mode is not available at the time needed.

2. To request a travel advance, Trustees will submit their requests in writing through the Office of the President to the Finance Office thirty (30) days prior to the start of said trip. The advance will not exceed fifty dollars ($50) per day. Trustees may have their deposits for accommodations and airfare paid in advance, such arrangements will be coordinated through the Office of the President upon request.

3. Trustees will submit completed Reimbursable Expense Forms to the Office of the President within thirty (30) days of their return from said trip. Reimbursable expenses of Trustees will be paid after review by the Finance Office. Any exceptions require the additional approval of the full Board of Trustees.

4. Reimbursable expenses include:

   A. Transportation
      Transportation includes airline, train, or bus tickets, transportation to and from home and terminal transportation expenses incurred for College-related business while away from home (car rental must be pre-approved by the full Board of Trustees prior to said trip), and parking. Mileage is paid at the published Internal Revenue Service (IRS) rate.

   B. Lodging
      A Trustee's standard single room lodging expense is reimbursable.

   C. Meals
      Trustee meals totaling less than the lowest published per diem amount allowed by the IRS need not be supported by receipts. (IRS per diem information available through the Finance Office.) Trustees seeking reimbursement for an expense above this amount will produce itemized receipts showing all food and beverages. Full names of places, other persons and organizations regarding said meal (if any), will be included. Charges for alcoholic beverages will be borne by Trustees.

   D. Other
      Other includes such items as tolls, local telephone calls (see Section 5.5, on page 2 of this Administrative Procedure regarding long distance calls), taxis, limous, registration fees, reasonable tips, etc. Receipts are required for individual expenses over fifteen dollars ($15).
5. The following expenses will not be reimbursed by the College:

   A. Hair stylist or barber
   B. Damages to automobile (rental or personal)
   C. Travel for personal reasons (sightseeing or other side trips)
   D. Fines for traffic violations
   E. Gifts
   F. Insurance on personal property
   G. Interest charges on personal credit cards
   H. Laundry and valet services
   I. Any living expenses applicable to days by which the duration of the trip is extended for personal reasons
   J. Loss of personal funds or cash advances
   K. Loss of personal property
   L. Maintenance or repair of personal property
   M. Misuse of lost credit cards
   N. Personal entertainment (movies, shows, sporting events, magazines, newspapers)
   O. Purchase of clothing or toiletries
   P. Shoe care
   Q. Travel insurance
   R. Vehicle rentals (unless approved in advance of said trip by the full Board of Trustees)
   S. Long Distance calls in excess of one per day; such calls must not exceed fifteen (15) minutes in length

Adopted: 10/01/09  Reviewed:  Amended: