

RTD BOARD OF DIRECTORS EXPENSE AND REIMBURSEMENT POLICY

Effective January 1, 2026



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Introduction

The Regional Transportation District Act, specifically in sections 32-9-114 (d) and 32-9-117, establishes the Board's authority for to establish a process to reimburse Directors for necessary expenses pertaining to the activities of the District. The following policy is intended to give guidance and set limits on expenses and allowable reimbursements for members of the RTD Board of Directors. The Board has directed the agency to provide these funds to Directors only for conducting official RTD business.

1.0. General Policy

Directors are eligible for reimbursement from the District for reasonable expenses incurred that are necessary to the transaction of official District business. Each Director must exercise sound judgment when incurring and submitting for reimbursement such expenses, in keeping within the standards and proprieties of an agency supported by public tax dollars. These funds are not intended to be used in a discretionary way for special projects or initiatives undertaken by individual Directors.

Each Director's annual limit for allowable expenses and reimbursements is as follows:

Local and Travel Expenses and Reimbursements	Business Communications - Expenses and Reimbursements for Monthly Internet/Phone**	Out of District Conference Registration Fee Expenses and Reimbursements
\$10,000	\$1,680	\$1,800
*The Chair may access up to an additional \$1,500	No more than \$140 per month	

**Business Communication expenses eligible for reimbursement are outlined in Section 5.0, Business Communications.

The expense limits outlined above may **not** be exceeded but for the following exceptions:

- The Chair may utilize funds from the Chair's account to pay for another Director's travel or local expenses.

Directors who do not meet their expense reimbursement limit may not transfer unused portions to another director. Any unused portions will not roll over to the next fiscal year, and Directors are not eligible to be issued an RTD Procurement Card (P-Card).

The Board of Directors may choose to periodically limit by way of resolution the amount annually allocated to the Directors' expense accounts as the economy and the fiscal sustainability of the District dictate.

The Board of Directors of the Regional Transportation District has taken formal action to delegate authorization for travel necessary to the transaction of official business, within budget limitations, as follows:

- The Chair, or their designee on the Executive Committee, must authorize business, conference, and training travel, including associated expenses for Directors.
- The allowable reimbursable expenses contained in this document are detailed in Section 2.0, Reimbursable Expenses.

The Chair may deny a director's request not covered by this policy, refer the request to the Executive Committee, or both. The Chair may refer any request to the Executive Committee without the Chair's prior determination.



A Director whose request for travel has been denied by the Chair or the Executive Committee may appeal for reconsideration of the denial by the full Board. Unless the travel request is subsequently approved, the Board Office cannot make further travel arrangements for the denied trip. A Director is not eligible for reimbursement for any unapproved travel costs or arrangements booked by the Director.

The Chair must deny the travel request of any Director who has expended or will have expended all funds from the director's local and travel allocation prior to the trip unless the Chair elects to authorize the Board Office to pay for the Director's travel expenses using the Chair's \$1,500 in additional funds.

The Board of Directors may not incur expenses to any RTD department (except the Board Office) or a non-department budget code. All local or travel-related expenses eligible for reimbursement by a Director must be charged to the Director's local and travel allocation.

For local, transit-related events sponsored by RTD, a Director is eligible for reimbursement for normal, customary expenses incurred by the Director, and a guest. The expenses of the Director and the Director's guest, are paid from the Director's local and travel expense allocation. (Resolution 002, Series of 2019).

While the Colorado Independent Ethics Commission has ruled that Article XXIX of the State Constitution (also referred to as Amendment 41) about ethics in government does not explicitly apply to the RTD Board, the recommendation from RTD's General Counsel is for Directors to refrain from accepting anything of greater than nominal value in the exercise of their official duties. A Director who attends, as an exercise of their official duties, an event for which the expected value of attendance exceeds \$75.00, is responsible for the cost of their attendance. Directors may submit itemized receipts for reimbursement, or the Board Office can make arrangements prior to the event and charge the cost to the Director's local and travel expense allocation.

1.1 Authorizations and Approvals

The Chair, or their Executive Committee member designee, will approve all Pre-Travel Authorizations and Final Expense reimbursements. The Board Office will attach to each expense report a record indicating the expense was authorized and approved. This record may be either an email indicating authorization/approval or a copy of an expense authorization or approval form.

All expenses should be approved by the Chair, or their Executive Committee member designee, within 10 business days.

1.2 Delegation to the Board Office for Expense Report Preparation

The Board Office is authorized to prepare expense reports on behalf of all Directors. The Board Office shall prepare the expense reports for reimbursement approval in accordance with this policy and provide all necessary documentation. Directors are responsible for providing accurate expense reimbursement requests with the necessary supporting documentation within the stated deadlines for expense reimbursement requests as outlined in sections 11.1 Travel Expense Reports and Deadlines and 11.3 Local Expense Report Processing Calendar and Deadlines.

2.0. Reimbursable Expenses

The following expense categories may be claimed as a necessary part of conducting District business:

Travel:

- Conference registration fees
- Air transportation
- Business, conference, and training expenses
- Ground transportation and tolls
- Lodging
- Internet expenses incurred while travelling on official RTD business
- Advanced approved rental car
- Travel per diem

Local:

- Business, conference, and training expenses
- Mileage for personal vehicles
- Parking fees
- Individual software licenses necessary for conducting RTD business
- Postage for District business only
- Subscription fees for relevant news publications
- Toner cartridges
- Gratuities of no more than 20% on allowable expenses
- Other expenses identified for the benefit of the District, such as:
 - Event sponsorship fees
 - Office supplies
 - Town hall or other special meeting supplies and refreshments
 - Meals
 - Books and reference materials
 - Printing costs
 - Organization membership dues (example: Accelerate Colorado)

To protect the interest of the District and to provide guidelines for the Directors to follow, the following provisions govern allowances business-related expenses within established budget limits.

Only business expenses may be claimed. And, in order to be eligible for reimbursement for an ordinary and necessary RTD business related expense, the Director must submit a proper itemized receipt showing the **cost, time, date, business purpose, and the name and title of any qualifying attendee, if applicable**. An ordinary expense is one that is common and accepted in one's field of trade, business, or profession. Political meetings, partisan conferences, or political group activities cannot be covered as an RTD expense.

If meetings between multiple Directors and either employees or business contacts result in a subsequent request to reimburse for a meal, the meal costs are equally divided among the Directors attending and charged to each Director's local expense account accordingly. Directors are not eligible for reimbursement for meals or event fees incurred by guests except as described in Section 1.0, General Policy.

In the event that RTD purchases a table for an event for which not all seats are claimed by Directors and staff, a Director may request additional seats on a first-come, first-served basis and may invite a guest at no cost to the Director's local expense account.

Any incidental expenses submitted without a proper itemized receipt will only be reimbursed up to \$10.00. As stated above, all expense reimbursement requests should have a proper itemized receipt, in the event that one is not provided, the Board Office will document that no receipt was provided.



In-person Board and/or Committee Meetings are typically catered for the convenience of Directors. If a Director chooses to have a meal ordered for them by the Board Office, the cost of the meal will be charged back to their local account. If a Director chooses to purchase their own meal from a different vendor, the Director must provide an itemized receipt in order to be reimbursed for the meal cost.

Directors are **not** eligible for reimbursement for expenses, such as meals, flights, hotels, etc., whether local or out-of-District, for any non-RTD transit-related business. This includes expenses incurred by spouses, significant others, guests, or dependents. In the event that a Director departs from an out-of-district event or conference earlier than anticipated or stays longer than originally scheduled through the Board Office, the Director cannot receive per diem or be reimbursed for lodging fees for the whole days missed due to early departure or additional days of expenses incurred as a result of staying longer. For any additional airline fees or charges incurred as the result of a flight change due to an early departure or late stay, the Director must bear the cost as a personal expense.

The following expenses are not authorized for reimbursement:

- Personal expenses such as personal hygiene items, magazines, in-room movies, in-flight movies, pre-boarding fees, laundry, childcare, pet care, etc.
- Trip insurance for flights and/or hotel
- Travel Insurance (note: all Directors receive Travel and Accident Insurance, which covers the Director while traveling on district business.)
- Alcohol (reference RTD Drug and Alcohol policy)

The Chair has flexibility in approving Director expenses. If requested expenses do not fall within the expense guidelines, the Chair may seek advice and recommendations from the Executive Committee. (As outlined in General Policy 1.0.)

This policy is not designed to provide guidance on every conceivable expense reimbursement request, as such, Directors are encouraged to seek advanced pre-approval for any potential expense which is not explicitly covered elsewhere in this document.

3.0. Travel Authorization and Arrangement Processes

3.1 Pre-Travel Authorization Process

Prior to registering for or booking any travel, Directors must submit a travel pre-authorization request to the Chair for approval. This process ensures alignment with agency priorities and provides Directors with a clear estimated total cost, timing, and business justification for the trip. Pre-authorization helps facilitate responsible use of public funds and supports transparent, purposeful travel planning.

When submitting pre-travel authorization, the following categories are required:

- Conference and location
- Dates
- Registration fee cost
- Airline and estimated flight cost
- Hotel and estimated cost (conference hotel or not)
- Total per diem cost
- Estimated other travel expenses
- Business justification describing how the event supports the Director's growth and development as well as the agency's strategic direction



3.2 Travel Arrangement Process

The Board Office typically handles travel arrangements for the RTD Directors, and a travel authorization must be received before travel. Directors should have a pre-travel authorization on file with Board Office at least 30 days in advance. All information needed to complete the airline and hotel accommodations should also be on file. If a Director chooses to make their own travel arrangements, all travel confirmations are to be provided to the Board Office at the time of booking for record keeping and expense tracking. Directors who make their own arrangements will be reimbursed following their trip and submission of the corresponding trip expense report.

When requesting travel arrangements, Directors should provide the following information to the Board Office:

- Completed pre-travel authorization
- Conference name
- Requested arrival and departure dates/times
- Preferred airline and frequent flyer number (if applicable)
- Hotel if options are available
- Any applicable discounts, credits or travel miles to be utilized
- Special considerations
- Additional travelers

The Board Office makes every effort to accommodate the Directors preferred flights and host hotel. Directors receive electronic travel confirmations, including flight and hotel details, transportation information, event registration, agenda, and other relevant travel materials.

Trips with pre-travel authorization approved less than 30 days before the scheduled trip are only eligible for reimbursement unless the Chair or their designee provides direction to the Board Office to book the travel. Absent direction from the Chair or their designee to the Board Office, Directors must purchase airfare and hotel upfront and then be reimbursed after their return.

If a Director cancels their scheduled trip, any airline, conference, or hotel cancellation penalties will be deducted from their travel and/or conference registration fee account.

4.0. Travel Arrangements

4.1. Transportation

4.1.1. Air Transportation

Air travel to out-of-District conferences and events is typically arranged by the RTD Board Office. Travel involving indirect routes, or personal side-trips, must be explicitly included and in any pre-travel authorization, and duly approved by the Chair. Reimbursement for travel expenses in the host city is permitted beginning one day before the conference starts and ending one day after the conclusion of scheduled events—unless travel scheduling limitations, such as unavailable same-day flights, require earlier or later departure. For example, if a Director must travel from Denver to Washington, D.C., for a Sunday conference start, and no flights arriving on time on Sunday, travel on Saturday would be eligible for reimbursement.

The Board Office will make arrangements as long as the pre-travel authorization request is approved 30 days before the event.

Directors are responsible for any costs incurred from personal side trips, including airfare, lodging, meals, ground

transportation, and parking. If a Director incorporates RTD-related travel into a broader personal itinerary, a copy of the travel itinerary and the ticket claiming reimbursement must be submitted to the Board Office at the time of booking.

Directors are responsible for any first-class, business-class, or priority boarding charges. Reimbursement is available for standard seat selection and checked or carry-on baggage, provided these are not purchased at the time of ticket booking.

All air transportation credits paid for by RTD are to be used exclusively for future RTD Director travel and may not be applied toward personal travel.

4.1.2. Ground Transportation

Directors are eligible for reimbursement for the actual expense of ground transportation necessary to conduct official business. As a representative for the transit agency, Directors are expected to utilize the most efficient, timely, and cost-effective ground transportation when traveling locally or out of town, namely public transit, complimentary shuttlebus service provided by a hotel or conference, transportation network company such as UBER or LYFT, taxi, or rental car, in this order of preference. If a Director pays for the transportation of other Directors or staff, all names are to be documented on the receipt and expense report for reimbursement.

4.1.3. Car Rental

Car rental expenses are permitted only with prior approval of the RTD Board Chair and only when another means of transportation is not feasible. The Board Office staff should make rental car arrangements. Travel between the airport and the hotel or conference center by rental car or other means is eligible for reimbursement with receipts.

The rental car should be contracted for a size appropriate for the number of passengers. The Director must include a copy of the rental contract when submitting the expense report. Reasonable parking fees for rental cars may be claimed for reimbursement. (Note: travelers must ensure that adequate insurance coverage is in place by purchasing optional insurance coverage as part of the rental agreement and, cars are to be refueled before returning to the rental agency.)

4.1.4. Personal Vehicles and Travel Outside the District Other Than By Air

The use of personal vehicles outside of the District is not encouraged. Directors must have the Chair's approval prior to using a personal vehicle for official business outside the boundaries of the District.

If approved, the mileage reimbursement for out of district travel cannot exceed a reasonable flight cost to and from the destination. Mileage reimbursement for out-of-District travel is not eligible to be reimbursed from the Board Office's mileage differential account.

4.1.5. Mileage Reimbursement

The standard vehicle mileage allowance is determined annually by the Internal Revenue Service.

All mileage incurred, including to and from the airport for local events and/or travel, by a Director is paid through the appropriate expense cost code to the Director on all submitted expense forms.

Director's expense accounts will cover the first 30 miles of mileage reimbursement per in-District event. Any mileage that exceeds 30 miles will be charged to a Board Office expense account for mileage differential.



4.2. Lodging (Hotel Accommodations)

The Board Office typically books lodging accommodations for out-of-District events using the agency P-Card for . In order to secure reservations and ensure availability, Directors must have an approved pre-travel authorization on file with the Board Office at least 30 days prior to the event. If lodging is not pre-paid, the Director must submit a copy of the official itemized hotel bill with the expense report when claiming reimbursement.

The Board Office makes reasonable arrangements at the single occupancy rate for hotel accommodations in accordance with acceptable standards for that location. For APTA conferences, hotel bookings cannot be made until the Director is officially registered for the conference. To avoid unavailability at the designated conference hotel, Directors should notify the Board Office as early as possible if they plan to attend.

Hotels typically require a personal credit card check-in to cover incidental expenses. Lodging arrangements made via the RTD P-Card cover only the room rate, taxes, and any applicable destination or mandatory fees, a copy of the credit card authorization for the P-Card is provided by the Board Office to the traveling Director in advance. Upon check-in, Directors will need to provide the front desk with their own personal credit cards for miscellaneous expenses for any incidental charges. When checking out, Directors should verify that their personal card was not mistakenly charged for the room or tax.

Directors are eligible for reimbursement for the actual cost of lodging, including room charges, taxes, and fees. Directors unable or unwilling to stay at the conference host hotel should adhere, whenever possible, to recommended GSA nightly lodging rates.

*Note: For Directors using a debit or bank card to cover miscellaneous expenses, the hotel may place a hold on the card in a set amount for the duration of the stay.

4.3. Per Diem for Meals and Incidental Travel Expenses

Directors traveling out of district on official RTD business will be reimbursed a daily per diem amount according to the current federal Continental United States (CONUS) published reimbursement rates to be used for the cost of meals or other incidental travel expenses including housekeeping, tips, snacks, drinks, etc. There is no need for a Director to submit receipts for these items in their travel reimbursement request as they will receive the CONUS per diem rate by travel location for each day of business travel, therefore, it is within the Director's discretion to determine the usage of this amount. This per diem reimbursement amount will be adjusted regularly per the General Services Administration federal CONUS reimbursement rate.

Directors cannot be reimbursed for any day(s) they may choose to go early or stay late for personal reasons. (See Section 2.0, Reimbursable Expenses.)

4.4. In-State Travel Out of District

Directors travelling within the state but outside the District to attend seminars, conferences, or transit-related meetings are eligible for reimbursement for travel expenses. Covered expenses include registration fees, lodging, standard mileage, and per diem. Directors do not qualify for reimbursement for lodging or mileage expenses without the prior approval. For additional information regarding in-state travel, see section 4.1.4 Personal Vehicles and Travel outside the District Other Than By Air.

5.0. Business Equipment



5.1 Standard RTD Issued Equipment

Each Director will be provided an RTD laptop and may request an RTD provided smart phone.

5.2 Acceptable Use

RTD-owned equipment is subject to RTD rules for the use and handling of agency-owned equipment, including but not limited to policies governing the type of information permitted to be stored or accessed on the computer or smartphone.

5.3 Obligation to Return Equipment

All equipment issued by RTD to a Director by the District remains the property of the District and must be returned upon the Director's departure from office. Directors may not purchase any laptops or smart phones issued by the agency to them during their term.

Prior to their departure from the Board, the Board Office will provide each Director with a list of equipment issued to the Director that needs to be returned. All equipment must be returned within 30 days of a Director leaving office. A former Director's lifetime transit passes will not be issued until all equipment has been returned.

5.4 Exceptions for Peripheral or Ancillary Equipment

With the exception of monitors and certain printers, peripheral or ancillary equipment is generally considered IT devices with a dollar value below \$250. Peripheral or ancillary equipment does not need to be returned. This equipment includes but is not limited to: computer mice, keyboards, headphones, webcams, dongles, chargers, etc.

6.0. Business Communications (phone/internet)

To be eligible for reimbursement for recurring phone/internet expenses, a Director must submit a telephone and/or internet bill indicating the amount paid and the location of the internet services being provided on a monthly basis. Monthly reimbursement claims not accompanied by supporting documentation are not eligible for reimbursement. Monthly phone/internet reimbursements are capped at \$140.00 per Director.

7.0. Out of District Conference Registrations

Registration fees for conferences, workshops, or other approved events are typically pre-paid directly by the Board Office. When a Director pays for their own registration fees, the Director is eligible for reimbursement post travel/event and must submit the registration fee receipt with the expense report, when claiming reimbursement.

Directors cannot exceed their budget allocations for conferences, seminars, and other such events. Out-of-District registration fees for each Director are charged to the Director's Conference Registration Fee allocation. Local registration fees are charged to the Directors' local and travel allocation.

7.1. In District Conferences/Seminars

Directors are eligible for reimbursement for expenditures or fees incurred while attending in-district seminars, technical meetings, or meetings related to professional development upon submittal of a local expense report along with appropriate receipts. Such fees are charged to the Director's local and travel expense allocation.



8.0. Professional Affiliations/Membership Subscriptions

RTD District encourages the development of Directors through active membership in professional organizations. Although membership in professional affiliations can be an indirect benefit to RTD as an organization, the main benefit is the development of the Director, by allowing the Director to keep abreast of trends in transportation, cultivate networks with other professionals, and develop skills and ideas to become more effective in their policy-making efforts at RTD. Any memberships that are of an extraordinary cost or require approval will go before the Executive Committee.

Membership subscriptions in local chambers or approved organizations are processed through the RTD Communications and Engagement Department. Directors should submit their membership requests through the Board Office who will track and coordinate with the RTD staff responsible for payment. Organizations must meet the criteria of being transit-related and/or necessary to the conduct of business and local community involvement. Membership requests that do not fit this criterion must be approved through the General Manager and CEO's budget. The Board policy on Organizational Memberships was passed in August of 2011.

9.0. Participation in Community Events

A Director is eligible for reimbursement for normal, customary expenses associated with attending an event for the Director and one guest, so long as the event is transit related. The expenses of the Director and one guest are paid from the Director's local and travel allocation. If RTD has not pre-purchased a table or if no seats remain available at an agency-sponsored function, associated participation costs—such as meals or ticketed events—must also be covered using the Director's local and travel allocation. Directors may sponsor a transit-related community event with the Chair's advance approval. Any sponsorship costs will be deducted from the Director's local and travel expense allocation.

RTD supports participation in non-transit-related community events for the agency's benefit. Such events are essential in getting the community involved in RTD's mission and vision. At times, the CEO/General Manager or RTD outreach departments purchase a table at a community event and invite Directors to act as RTD ambassadors at no cost to the Director.

Should a Director decide to purchase a table for an event in the Director's community, any unused seats are to be paid out of the Director's local and travel allocation.

10.0. Ban on Political Expenditures

At no time can a Director's expense allocations or RTD funds be used for any political event or expenditure. Directors should consult with RTD General Counsel for guidance on determining whether an event or expenditure is political in nature.

11.0. Expense Reports

11.1. Travel Expense Reports

Under IRS guidelines, a Director should submit a completed expense report to the Board Office no later than the end of the month following the Director's return to the District. (e.g., If the trip was taken in October, the expense report is due November 30th). The Executive Committee reserves the right to suspend the provision of travel arrangements for any Director who is delinquent in submitting an expense report. For any report submitted later



than the end of the subsequent month following the Director's travel, no reimbursement will be processed unless approved by the Chief Financial Officer.

The Board Office processes one travel expense report for each Director following each out-of-District conference or event. If only per diem reimbursement is requested, no other documentation except a completed expense report is required. Directors should submit a completed expense report to the Board Office within two weeks after returning from a trip to ensure staff has sufficient time to process it in accordance with IRS reporting deadlines.

11.2. Local Expense Reports

The calendar of local expense reports submission deadlines, which is aligned with IRS guidelines, is provided in section 11.3, a Director must submit a completed monthly local expense report to the Board Office within 90 days of the date of the incurred expense to receive reimbursement. In the months in which no expenses are incurred or in which the Director does not wish to claim any expense, the Director must still submit a signed report for the reporting month with zero balance. The Board Office will process one local expense report for each month.

11.3. Local Expense Report Processing Calendar and Deadlines

Directors will submit their local expense reports to the Board Office according to the following calendar. The Executive Committee reserves the right to suspend the provision of reimbursement for any Director who is regularly delinquent in submitting local expense reports. Any Expenses submitted for reimbursement more than 30 days after the stated deadline will require approval from the Chief Financial Officer or their designee before reimbursement.

- January – March – Due by April 10th
- April – June – Due by July 10th
- July – September – Due by October 10th
- October – December* – Due by December 10th

*RTD Accounts Payable will allow Directors to use November's Business Communication statements for December

11.4. Expense Records

The Board Office keeps records of each Director's submitted local and travel expenses and provides to the Chair, upon request, a report of all expenses incurred by the Directors. The agency retains a record of all expenses for audit purposes for the greater of a Directors term and one year or nine years

12.0 Mandatory Annual Refresher Training

Prior to the deadline for the submission of first quarter expenses each year (currently April 10th), the Board Office will provide a mandatory annual training to all Directors to review the Expense and Reimbursement Policy and associated practices. Any Director who does not complete the training will be ineligible for expense reimbursements until they have completed the training.

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Approval/s (if applicable)	

Change History

Version	Date	Change Definition
BOD001	1999-10-21	Board Travel Policy Dates and Amounts from Amy Caldwell
BOD002	2001-11-14	Updates & incorporates all related Board Policies and Guidelines into one document
BOD003	2007-11-20	Updates & incorporates all changes made to the Board Local, Travel and Telecommunications Reimbursement Policies approved at the 11/20/07 Board Meeting.
BOD004	08/10	Updates to provide summarization of changes
BOD005	2012-08-22	
BOD006		Updates to follow agency guidelines of Travel and Business expenses directive revised and approved 2013-02-06
BOD007	2016-11-29	Update approved by full Board
BOD008	2019-03-26	Administrative changes and clarifications; addition of definitions section.
BOD009	2023-11-28	Administrative changes, clarifications, addition of Travel Per Diem
BOD 010	2025-12-02	Admin changes for language clarity, typo corrections, Business Equipment, Business Communication, Pre-Travel Authorization, expense deadlines, accountability measures, combination of local and travel allocations