

WACD POLICY # 2012-009
BOARD OF DIRECTORS TRAVEL REIMBURSEMENT ELIGIBILITY POLICY

Under Association bylaws for the Board of Directors (BOD), directors (herein including Association Officers) are “entitled to reimbursement for their travel and other expenses incurred in connection with their official duties as approved by the President and authorized by the policies and procedures as set forth by the Association.” The Association prepares an annual budget that itemizes an account for BOD travel reimbursement, and the BOD approves an amount in that budget category based on past expenditures, estimated changes in expenses, and available funds. Because this budgeted amount will vary according to workload and available funding, the Association hereby establishes the following policy to serve as guidance to directors and Association staff in planning and allocating available funds for this item to fulfill the entitlement for director reimbursement.

Official Director Duties and Eligible Expenses

Official duties of directors are outlined in Association Bylaws Article IV, Article VI, and Article VII, inclusive of Officers’ responsibilities. Further details on official duties and reporting guidance are contained in WACD Policies **2012-004 Area Director BOD Reports**, and **2012-008 Area Director Roles and Responsibilities**. Except where specified by the President, in writing, as not eligible for reimbursement, all specifically listed director activities are eligible for reimbursement. Reimbursement requirements shall follow procedures contained in WACD Policy **2012-001 Travel Reimbursement and Credit Card Policy**.

Insufficient Funds Provision

Where sufficient funds are not available to cover the full costs for reimbursement of eligible director expenses, the Association’s Executive Committee shall set priorities for reimbursement, and shall identify which expenses, or which duties, shall not be fully reimbursed. Duties incurring actual travel and lodging expenses for directors associated with BOD meetings shall take priority for reimbursement. The Executive Committee may limit the reimbursement amount for eligible expenses to a percentage of actual expenses, or may specify a cap or maximum reimbursement amount to be shared among directors taking part in an official duty and seeking reimbursement. The Executive Committee shall inform directors of any enacted restrictions on travel reimbursement prior to meetings of the directors of the Association, and Association staff shall remind directors of any enacted restrictions when distributing reimbursement application forms to directors.

The Executive Committee may substitute teleconferences or other reduced-cost measures for director meetings where cost-savings is required due to insufficient funds.