

## **TRAVEL REIMBURSEMENT FOR MEMBERS OF THE BOARD OF DIRECTORS OF OLIVE GROVE CHARTER SCHOOL**

The Olive Grove Charter School (“OGCS” or “School”) Board of Directors (“Board”) recognizes that OGCS serves students throughout Santa Barbara County (“County”). Further, the Board is aware that Board members may need to travel throughout the County and the State of California in furtherance of their duties to OGCS. Finally, the Board notes that Section 5.13 of the OGCS Bylaws provides that the Board may provide reimbursement to Board members for the actual and necessary expenses incurred while conducting School business.

In light of the foregoing, the Board authorizes the reimbursement of the reasonable travel expenses of Board members related to OGCS business as follows:

- **Automobile travel:** for Board members that travel via automobile for OGCS business, just and reasonable reimbursement of travel expenses shall be calculated based on the current year standard mileage rate as determined by the Internal Revenue Service.

Board members seeking reimbursement for automobile travel must submit reimbursement requests using the “Mileage Tracking and Reimbursement” Form (Appendix A).

- **Air travel:** for Board members who utilize airlines to travel for OGCS business, just and reasonable reimbursement of travel expenses shall be calculated based on the cost of a round-trip coach airline ticket.

Board members seeking reimbursement for air travel must provide a receipt showing the price of the ticket purchased, as well as documentation showing the cost of a round-trip coach airline ticket. Regardless of the amount actually spent for the ticket, the Board member shall only be reimbursed for the price of a round-trip coach airline ticket.

The Board shall only reimburse travel expenses incurred by Board members who are conducting OGCS business at the request of a majority of the Board.

Adopted: 01/21/2016

Amended:

